TOSHIBA

MULTIFUNCTIONAL DIGITAL SYSTEMS

Network Fax Guide

e-STUDIO165/205

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Preface

Thank you for purchasing the TOSHIBA multifunctional digital system e-STUDIO165/205.
This ***Network Fax Guide*** is a manual for the e-STUDIO165/205 when the both of the following options are installed:

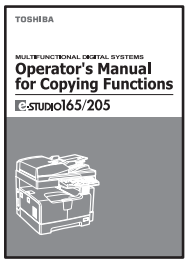
- Network Printer Kit, Fax Kit and External Keyboard

This ***Network Fax Guide*** describes how to fax data from your computer using the Network Fax Driver and the Address Book Viewer.

Be sure to read this manual before using the e-STUDIO165/205 with the options above. Keep this manual handy and retain it for future reference.

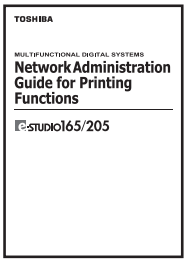
Lineup of Our Manuals

These manuals are provided for the operation of the e-STUDIO165/205. Select and read the manual best suited to your needs.

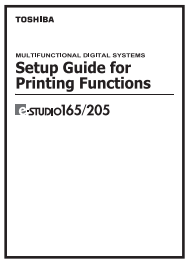


Operator's Manual for Copying Functions
This manual describes the basic operations, mainly copying functions, of this equipment. It also describes safety precautions to ensure correct and safe use of this equipment. Be sure to read this before you use the equipment.

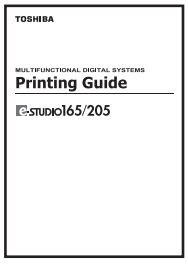
Quick Start Guide for Printing Functions
This manual describes the operation of the equipment when the Network Printer Kit (optional) is installed on it. This also explains about the accessories, conditions required for network systems, connecting method of the network, general description of network settings and troubleshooting.



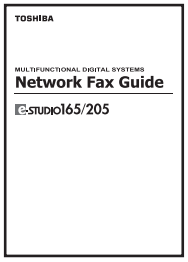
Network Administration Guide for Printing Functions (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This provides you with setup procedures by the type of platforms or networks you are utilizing, and also setup procedures for network servers to enable various network services.



Setup Guide for Printing Functions (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. The manual consists of the following 2 parts:
Settings Using Control Panel
This part describes the printer-related settings using the [PRINTER] and [USER FUNCTIONS] buttons on the control panel of this equipment.
Settings Using TopAccess
This manual describes how to set up this equipment from your computer through a network using a web-based utility TopAccess. This also explains about functions to check the current status of this equipment.



Printing Guide (PDF)
This manual is only for the equipment on which the Network Printer Kit (optional) is installed. This describes how to install client software for printing data to your computer. This also describes how to print data sent from your computer to this equipment.



Network Fax Guide (PDF) (This manual)
This manual is only for the equipment on which the Fax Kit (optional), the External Keyboard (optional) and the Network Printer Kit (optional) are installed. This explains about the network Fax functions, which enable Fax transmissions from a client computer through a network.

To read manuals in PDF (Portable Document Format) files

Viewing and printing this operator's manual in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

Before Reading This Manual

Precautions in this manual

To ensure correct and safe use of this equipment, this operator's manual describes safety precautions according to the three levels shown below.
You should fully understand the meaning and importance of these items before reading this manual.

Warning	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.
Caution	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.
Note	Indicates a procedure you should follow to ensure the optimal performance of the equipment and problem-free copying.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

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CONTENTS

SOFTWARE LICENSE AGREEMENT 2

Preface 5

Lineup of Our Manuals 6

Before Reading This Manual 8

Chapter 1 OVERVIEW

Features and Functions 14

Features 14

Functions 15

Chapter 2 INSTALLING CLIENT SOFTWARE

Installing Network Fax Software 18

Overview 18

Installing the Network Fax Driver and Address Book Viewer 19

Uninstalling the Network Fax Driver and Address Book Viewer 29

Chapter 3 FAXING FROM CLIENT COMPUTERS

Faxing from Applications 36

How to fax using the Network Fax Driver 36

Specifying recipients 39

Setting up the network fax options 49

Sending with extended fax functionality 53

Chapter 4 USING ADDRESS BOOK

Running Address Book Viewer 58

Running the Address Book Viewer 59

About Address Book Viewer interface 62

Using commands 63

Managing Address Book 67

About the address books 67

Managing contacts and groups 86

Converting the address book data 104

Chapter 5 APPENDIX

Cover Sheet Samples 112

Standard cover page 112

Business cover page 113

Professional cover page 114

INDEX 115

1

OVERVIEW

This section describes about the overview of the network fax features.

Features and Functions 14
Features 14
Functions 15

Features and Functions

The network fax functions of this equipment allow you to make direct fax transmission of electronic documents from your computer. The fax documents are transmitted from the computer to this equipment through a network, and then this equipment transmits them to outside fax machines through public switched telephone networks.
To enable the network fax functions, you must install the Network Fax Driver and the Address Book Viewer from the attached Client Utilities CD-ROM.

Note

When you fax hard copies, not electronic documents, fax them using the control panel of this equipment.

Fax transmission using the Network Fax Driver is available only when both the Network Printer Kit (optional), the Fax Kit (optional) and the External Keyboard (optional) are installed.

Features

Network Fax Driver

- When the Network Fax Driver is installed, you can transmit electronic documents as fax data from your computer to several destinations.
- When you fax documents, you can easily set the list for the destinations or the resolution of the fax data.
- When you fax documents, you can attach an embedded cover sheet on them. Information about the fax documents and their detailed messages can be included in this cover sheet.
- The destinations of the fax can be entered manually, or can be selected from the address book data by running the Address Book Viewer. In this method, you can easily search for the desired addresses throughout the address book.
- Since the image data processing methods for network fax documents and regular fax documents differ, the image quality for network fax documents may vary compared with that for regular fax documents.

Address Book Viewer

- The data of the various address books including the one for this equipment can be managed.
- The address book data of the other devices can be converted into a format which is retrievable in this equipment.

Functions

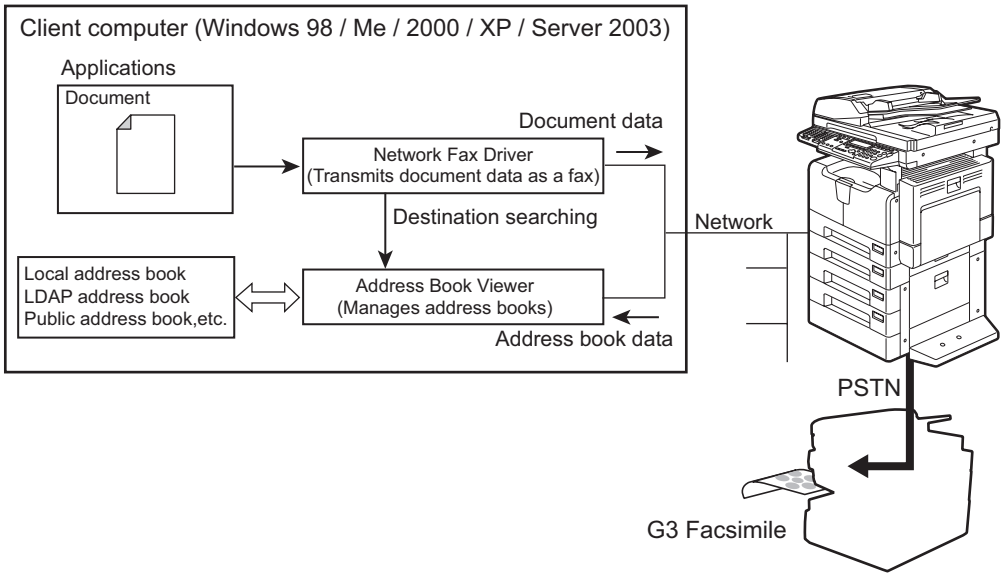
The general descriptions of the Network Fax Driver and the Address Book Viewer are shown below.

Network Fax Driver

The Network Fax Driver allows you to make fax transmission of documents created in your computer. In a normal procedure, select the [Print] menu in the application in which the documents were created, select this driver (TOSHIBA e-STUDIO205 Series Fax), and then start printing. The documents are then transmitted to this equipment. This equipment then transmits the documents to outside fax machines through public switched telephone networks, using the Fax Kit (optional) and the External Keyboard (optional).
In fax transmission using the Network Fax Driver, you can enter the destination of the fax manually or retrieve the desired destinations from the address book data of the Address Book Viewer.

Address Book Viewer

The Address Book Viewer is the managing software for address books. With the Address Book Viewer, you can use the local address book of your computer or the LDAP address book of an LDAP server. Also the address books of this equipment and those of other compatible TOSHIBA equipment can be used as a public address book. The Address Book Viewer also allows you to add or edit the destinations in the address books by the recipient or the group.
The address book data conversion function of the Address Book Viewer allows you to import and export address book data in a CSV format so that the created address book data can be shared effectively.



2

INSTALLING CLIENT SOFTWARE

This section describes the instructions on how to install the client software for the network fax features.

Installing Network Fax Software 18
Overview 18
Installing the Network Fax Driver and Address Book Viewer 19
Uninstalling the Network Fax Driver and Address Book Viewer 29

Installing Network Fax Software

This chapter describes how to install the software required for fax transmission from this equipment and for using various address books. It is recommended that you read this chapter in its entirety before the installation.

Overview

Before you can begin utilizing the network fax feature for this equipment, you must install the software using the Client Utilities CD-ROM provided. You will use the InstallShield client software setup process.This section describes the way to add Network Fax Driver and Address Book Viewer to user's workstations.

System requirements

The Network Fax Driver and Address Book Viewer are available for the following environments:

- **Display resolution**
  1024 x 768 dots or more
- **Display color**
  High Color (16bit) or higher is recommended
- **CPU**
  Pentium 133 MHz minimum (Pentium 266 MHz or faster recommended)
- **Memory**
  64MB for Windows 98
  96MB for Windows Me and Windows NT 4.0
  128MB for Windows 2000/XP/Server 2003
- **OS**
  Windows 98 (Windows 98 Second Edition Recommended)
  Windows Me
  Windows NT 4.0 Service Pack 6a
  Windows 2000 Service Pack 4
  Windows XP Service Pack 1
  Windows Server 2003

Before installing client software

Before installing the client software, confirm the following to perform an appropriate installation.

— Checking if the Address Book Viewer has been installed

If the Address Book Viewer has bee installed from either the Client Utilities CD-ROM or Client CD-ROM for e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, or e-STUDIO280 Series, you do not have to install it again. The Address Book Viewer can be used commonly.
If you want to install Network Fax Driver and Address Book Viewer from this CD-ROM, uninstall the existing Network Fax Driver and Address Book Viewer then reinstall it using this Client Utilities CD-ROM. When you uninstall the Address Book Viewer, please click [No] at the dialog box that displays the message to delete the settings for the Address Book Viewer so that you can restore the settings after installing the new Viewer.

Installing the Network Fax Driver and Address Book Viewer

You can install the Network Fax Driver and Address Book Viewer from the Client Utilities CD-ROM.
This section describes about installing the Network Fax Driver and Address Book Viewer in a Raw TCP environment.

Installing from Client Utilities CD-ROM

This section describes how to install fax client software under Raw TCP environments through TCP/IP, using an installer.
The Network Fax Driver can be set up using the same connection as a printer driver such as, USB printing, LPR printing, IPP printing, and Novell printing. To set up the Network Fax Driver using these connections, please refer to the ***Printing Guide***.

Note

To set up the Network Fax Driver in other than Raw TCP environment, see the ***Printing Guide***.

Installing the fax client software for Raw TCP connection using the installer

The procedure presented here describes the installation to Windows 2000 using the installer. The procedure is the same when Windows XP or Windows Server 2003 is used. (The Network Fax Driver can also be installed using the Add Printer wizard. Please see the ***Printing Guide***.)

Before installing the printer driver in a Raw TCP environment, confirm the following:
- This equipment is connected to the network and turned on.
- The TCP/IP setting is correct on this equipment and your computer.

Note

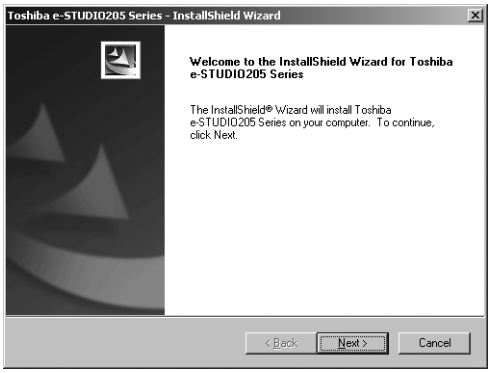
You must log into Windows as a user who has “Administrators” or “Power Users” privileges when using the Windows 2000, Windows XP, or Windows Server 2003.

1 **Insert the Client Utilities CD-ROM into the CD-ROM drive.**
- The installer automatically starts and the Choose Setup Language dialog box appears.
- When the installer does not automatically start, double-click “Setup.exe” in the Client Utilities CD-ROM.

2 **Select your language and click [OK].**

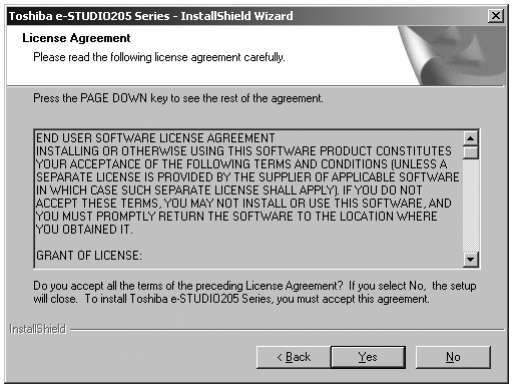
The Welcome to the InstallShield wizard screen is displayed.

3 Click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Welcome to the InstallShield Wizard for Toshiba e-STUDIO205 Series
The InstallShield® Wizard will install Toshiba e-STUDIO205 Series on your computer. To continue, click Next.
< Back
Next >
Cancel

The License Agreement screen is displayed.

4 Please read the license agreement carefully and click [Yes].


Toshiba e-STUDIO205 Series - InstallShield Wizard
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Press the PAGE DOWN key to see the rest of the agreement.
END USER SOFTWARE LICENSE AGREEMENT
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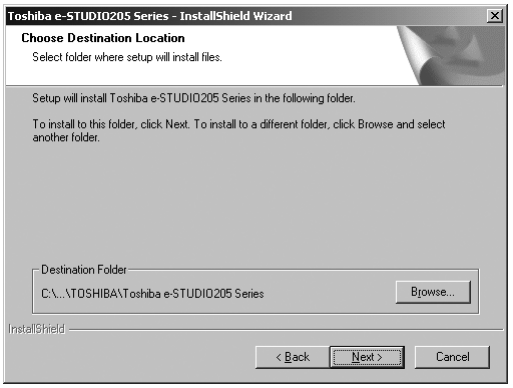
GRANT OF LICENSE:
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install Toshiba e-STUDIO205 Series, you must accept this agreement.
InstallShield
< Back
Yes
No

The Choose Destination Location screen is displayed.

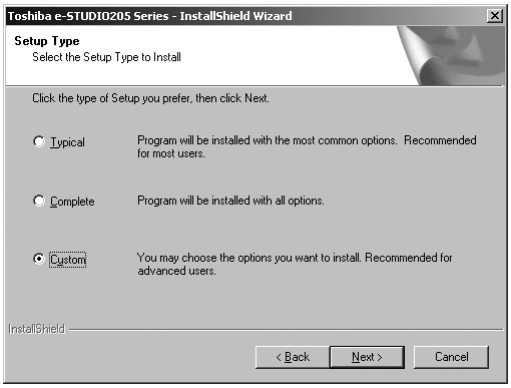
5 Click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Choose Destination Location
Select folder where setup will install files.
Setup will install Toshiba e-STUDIO205 Series in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\...\TOSHIBA\Toshiba e-STUDIO205 Series
Browse...
InstallShield
< Back
Next >
Cancel

If you want to change where the programs are installed, click [Browse]. In the dialog box appears, select the folder and click [OK].

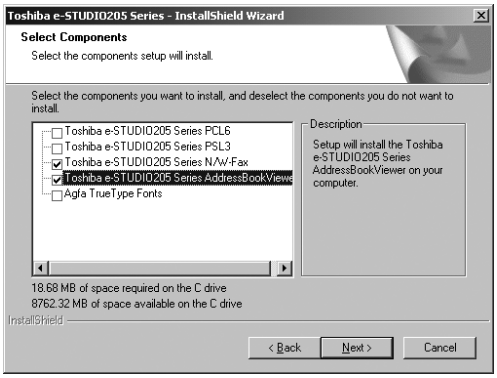
The Setup Type screen is displayed.

6 Select “Custom” and click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Setup Type
Select the Setup Type to Install
Click the type of Setup you prefer, then click Next.
Typical
Program will be installed with the most common options. Recommended for most users.
Complete
Program will be installed with all options.
Custom
You may choose the options you want to install. Recommended for advanced users.
InstallShield
< Back
Next >
Cancel

The Select Components screen is displayed.

7 Check the software that you want to install and click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Select Components
Select the components setup will install.
Select the components you want to install, and deselect the components you do not want to install.
Toshiba e-STUDIO205 Series PCL6
Toshiba e-STUDIO205 Series PSL3
Toshiba e-STUDIO205 Series N/W-Fax
Toshiba e-STUDIO205 Series AddressBookViewe
Agfa TrueType Fonts
Description
Setup will install the Toshiba e-STUDIO205 Series AddressBookViewer on your computer.
18.68 MB of space required on the C drive
8762.32 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

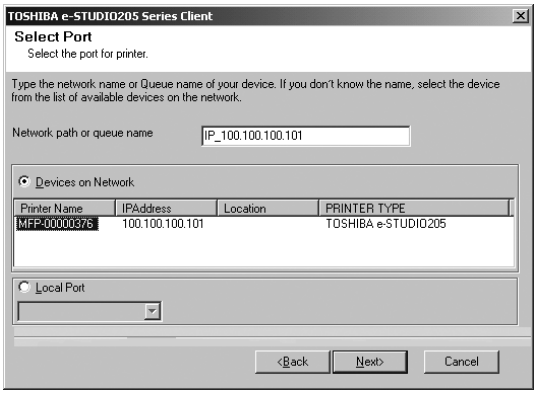
Toshiba e-STUDIO205 Series N/W-Fax: Check this to install the Network Fax Driver.
Toshiba e-STUDIO205 Series AdressBookViewer: Check this to install the Address Book Viewer.

The Select Port screen is displayed.

Tip

The names of other printing software, besides the above two, are displayed in the Select Components dialog box. (You can install them as required.)

8 Since the installer detects this equipment and the name of this equipment is displayed at “Devices on Network”, select it and then click [Next].



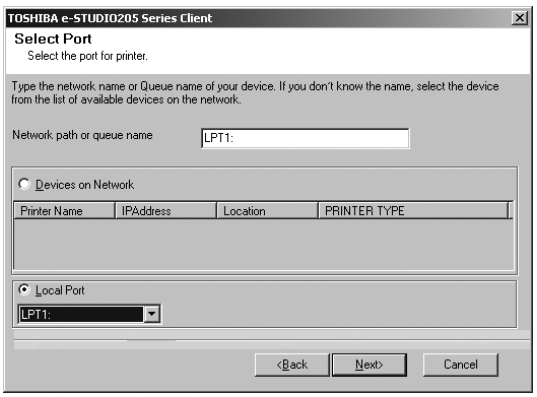
The Select Program Folder screen is displayed.

Note

If this equipment is not properly connected in your network, the message that the installer cannot discover this equipment is displayed.

Message
Devices are not discovered in your network.. To Retry searching for devices, press Retry.. To Continue to use the Default port or Shared Printer, press Continue. For information, press Information.
Continue
Retry
Information

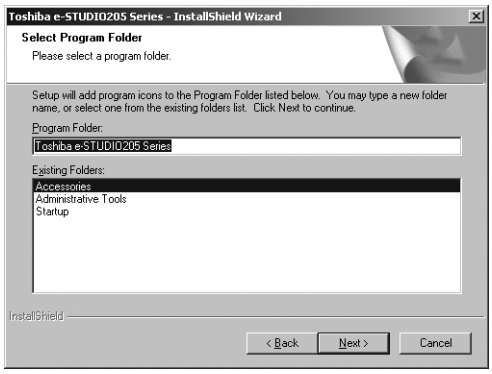
If you want manually to configure the port for printing, click [Continue].
Then, select “LPT1:” in the drop down box at “Local Port” and click [Next].


TOSHIBA e-STUDIO205 Series Client
Select Port
Select the port for printer.
Type the network name or Queue name of your device. If you don't know the name, select the device from the list of available devices on the network.
Network path or queue name
LPT1:
Devices on Network
Printer Name
IPAddress
Location
PRINTER TYPE
Local Port
LPT1:
<Back
Next>
Cancel

Note

After selecting the port “LPT1:”, follow the steps described below to complete installation. However, in this case, you need to manually configure the Raw TCP port after the completion of installation.

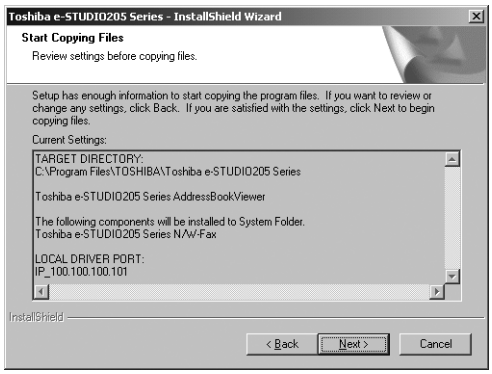
9 Click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Select Program Folder
Please select a program folder.
Setup will add program icons to the Program Folder listed below. You may type a new folder name, or select one from the existing folders list. Click Next to continue.
Program Folder:
Toshiba e-STUDIO205 Series
Existing Folders:
Accessories
Administrative Tools
Startup
InstallShield
< Back
Next >
Cancel

If you want to change the program folder, rename the folder in the “Program Folder” field.

The Start Copying Files screen is displayed.

10 Click [Next].

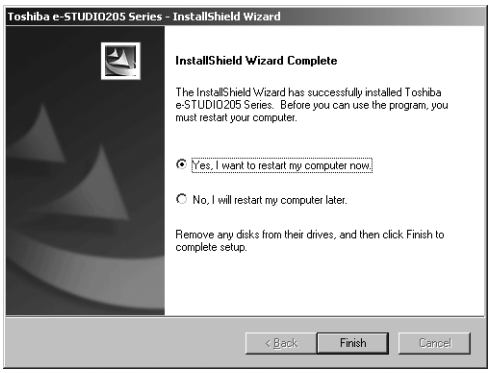

Toshiba e-STUDIO205 Series - InstallShield Wizard
Start Copying Files
Review settings before copying files.
Setup has enough information to start copying the program files. If you want to review or change any settings, click Back. If you are satisfied with the settings, click Next to begin copying files.
Current Settings:
TARGET DIRECTORY:
C:\Program Files\TOSHIBA\Toshiba e-STUDIO205 Series
Toshiba e-STUDIO205 Series AddressBookViewer
The following components will be installed to System Folder.
Toshiba e-STUDIO205 Series N/W-Fax
LOCAL DRIVER PORT:
IP_100.100.100.101
InstallShield
< Back
Next >
Cancel

Starts copying files and the InstallShield Wizard Complete screen appears when this is completed.

Note

When you select to install the Network Fax Driver, the Digital Signature Not Found dialog box is displayed while files are being copied. Click [Yes] to continue the installation.

11 Click [Finish].


Toshiba e-STUDIO205 Series - InstallShield Wizard
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed Toshiba e-STUDIO205 Series. Before you can use the program, you must restart your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

The installation is completed.
The Installer may ask you to restart your computer. If it does, select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

Note

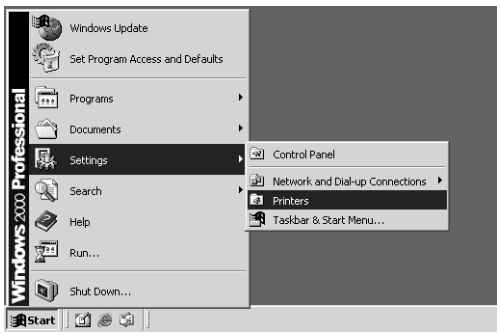
When you select “LPT1:” in the Select Port screen, you need to configure the Raw TCP port. Proceed to the following page:
P.24 “Configuring the Raw TCP/LPR port for Windows 2000/XP/Server 2003”

Configuring the Raw TCP/LPR port for Windows 2000/XP/Server 2003

Note

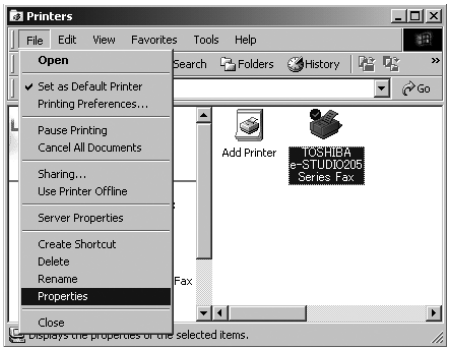
This configuration is not necessary when the installer automatically discovers this equipment. Manually configure the Raw TCP/LPR port only when you manually select “LPT1:” port at “Local Port” in the Select Port screen.

1 Click [Start], select [Settings], and click [Printers] to open the Printers folder.



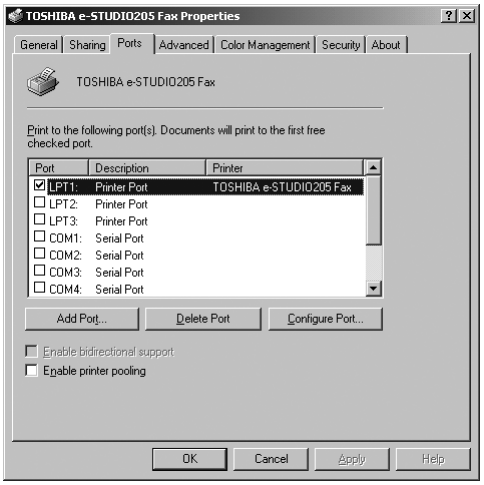
If you are using the Windows XP or Windows Server 2003, click [Start] and [Printers and Faxes] to open the Printers and Faxes folder.

2 Select the Fax driver and select [Properties] in the [File] menu.



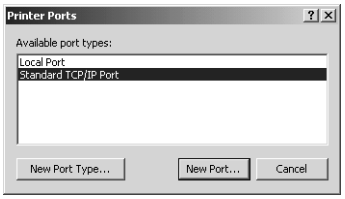
The printer driver properties dialog box appears.

3 Display the [Ports] tab and click [Add Port].


TOSHIBA e-STUDIO205 Fax Properties
General Sharing Ports Advanced Color Management Security About
TOSHIBA e-STUDIO205 Fax
Print to the following port(s). Documents will print to the first free checked port.
Port Description Printer
LPT1: Printer Port TOSHIBA e-STUDIO205 Fax
LPT2: Printer Port
LPT3: Printer Port
COM1: Serial Port
COM2: Serial Port
COM3: Serial Port
COM4: Serial Port
Add Port... Delete Port Configure Port...
Enable bidirectional support
Enable printer pooling
OK Cancel Apply Help

The Printer Ports dialog box appears.

4 Select “Standard TCP/IP Port” and click [New Port...].

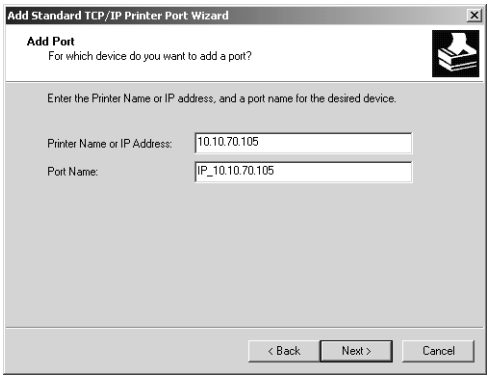


The Add Standard TCP/IP Printer Port Wizard dialog box appears.

5 Click [Next].

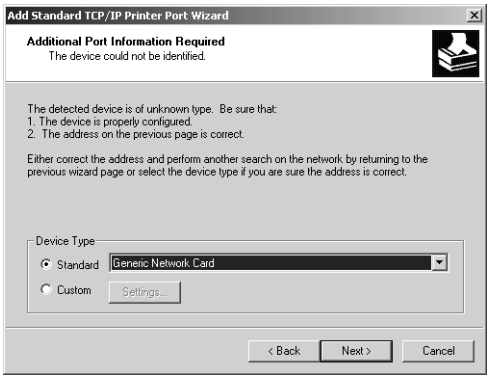
Add Standard TCP/IP Printer Port Wizard
Welcome to the Add Standard TCP/IP Printer Port Wizard
You use this wizard to add a port for a network printer.
Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.
To continue, click Next.
< Back
Next >
Cancel

6 Enter the IP address of this equipment in the “Printer Name or IP Address” field and click [Next].


Add Standard TCP/IP Printer Port Wizard
Add Port
For which device do you want to add a port?
Enter the Printer Name or IP address, and a port name for the desired device.
Printer Name or IP Address:
10.10.70.105
Port Name:
IP_10.10.70.105
< Back
Next >
Cancel

- If your network uses a DNS or WINS server, enter the printer name of this equipment provided from DNS or WINS in the “Printer Name or IP Address” field.
- In the “Port Name” field, the port name is automatically entered according to the IP address or DNS name entered in the “Printer Name or IP Address” field.

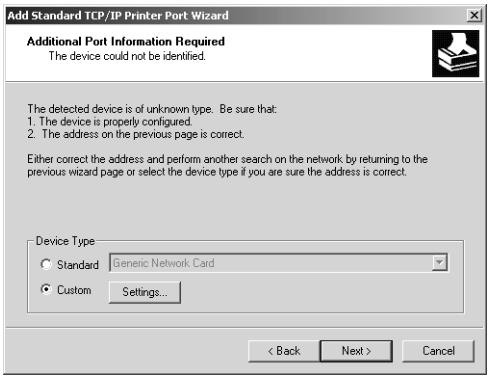
7 Select “Standard” and click [Next].


Add Standard TCP/IP Printer Port Wizard
Additional Port Information Required
The device could not be identified.
The detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.
Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.
Device Type
Standard
Generic Network Card
Custom
Settings...
< Back
Next >
Cancel

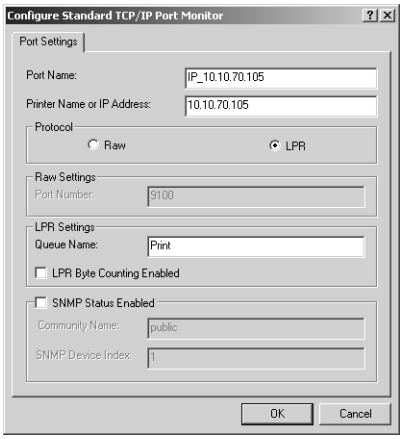
Tip

When the LPD Print setting is enabled, you can also configure LPR printing. When you want to configure LPR printing, follow the procedure below.

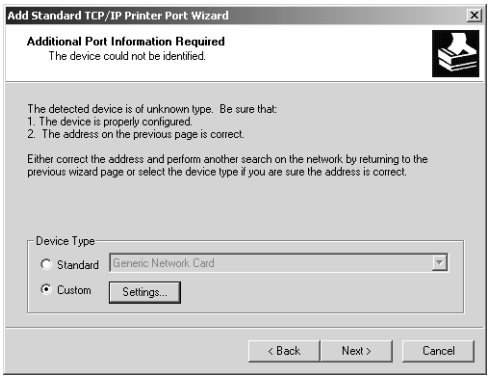
Select “Custom” and click [Settings].


Add Standard TCP/IP Printer Port Wizard
Additional Port Information Required
The device could not be identified.
The detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.
Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.
Device Type
Standard
Generic Network Card
Custom
Settings...
< Back
Next >
Cancel

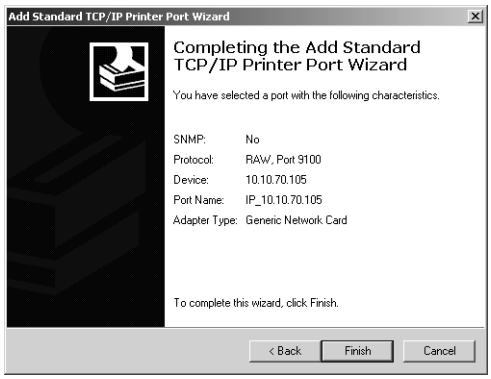
Select “LPR” at the “Protocol” option, enter “Print” in the “Queue Name” field at the “LPR Settings” option, and then click [OK].



Click [Next].

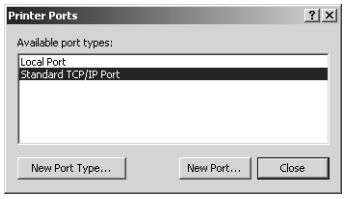

Add Standard TCP/IP Printer Port Wizard
Additional Port Information Required
The device could not be identified.
The detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.
Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.
Device Type
Standard
Generic Network Card
Custom
Settings...
< Back
Next >
Cancel

8 Click [Finish].

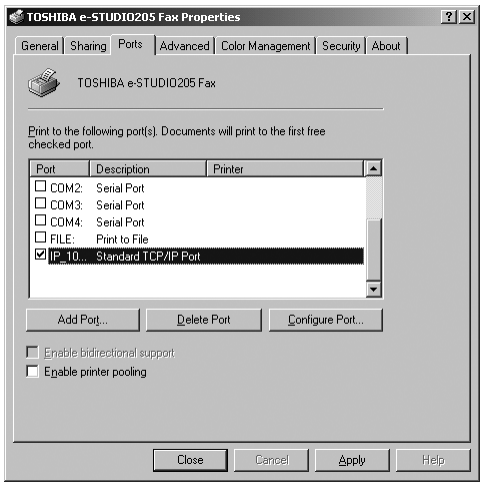

Add Standard TCP/IP Printer Port Wizard
Completing the Add Standard TCP/IP Printer Port Wizard
You have selected a port with the following characteristics.
SNMP: No
Protocol: RAW, Port 9100
Device: 10.10.70.105
Port Name: IP_10.10.70.105
Adapter Type: Generic Network Card
To complete this wizard, click Finish.
< Back
Finish
Cancel

The screen returns to the Printer Ports dialog box.

9 Click [Close] to close the Printer Ports dialog box.



10 Make sure the created Raw TCP or LPR port is checked in the “Print to the following port(s)” list and click [Close].



Uninstalling the Network Fax Driver and Address Book Viewer

The following instructions describe how to uninstall the Network Fax Driver and Address Book Viewer. The uninstallation procedure is different depending upon how you installed the client software.

- Uninstallation of the Network Fax Driver and Address Book Viewer
  P.29 “When installed using the installer”
- Uninstallation of the Network Fax Driver
  P.33 “When installed using Add Printer Wizard”

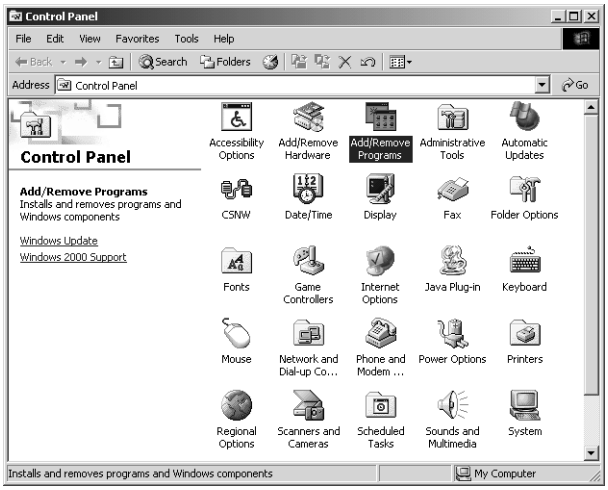
When installed using the installer

When the client software was installed using the Installer in the Client Utilities CD-ROM, you can delete all files using the Add/Remove Programs function.
You can uninstall all client software that have installed from the Client Utilities CD-ROM, or you can uninstall only the Network Fax Driver and Address Book Viewer.
P.29 “Uninstalling the all client utilities software”
P.31 “Uninstalling only Network Fax Diver and Address Book Viewer”

Uninstalling the all client utilities software

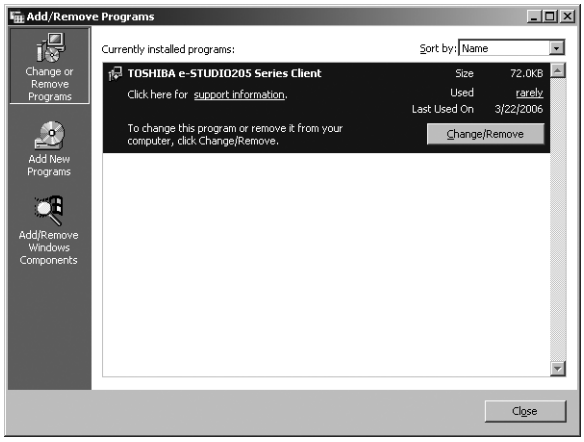
The following describes an installation on Windows 2000. The procedure is the same when other versions of Windows are used.

1 Open “Control Panel” and double-click the “Add/Remove Programs” icon.



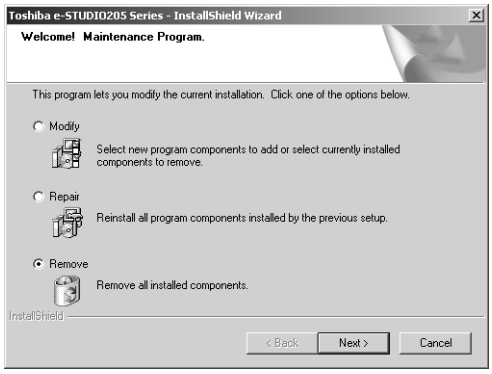
The Add/Remove Programs dialog box appears.

2 Select “TOSHIBA e-STUDIO205 Series Client” and click [Change/Remove].



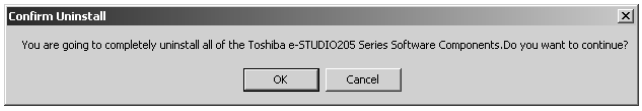
The InstallShield Wizard dialog box appears.

3 Select “Remove” and click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Welcome! Maintenance Program.
This program lets you modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

The Confirm Uninstall dialog box appears.

4 Click [OK].


Confirm Uninstall
You are going to completely uninstall all of the Toshiba e-STUDIO205 Series Software Components.Do you want to continue?
OK
Cancel

5 Click [Yes] to delete the setting files.

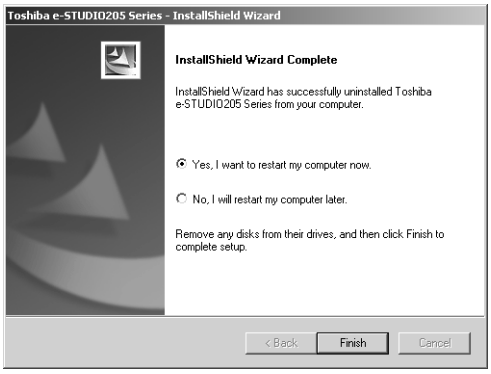
Toshiba e-STUDIO205 Series
Do you want to delete the settings for the following components?
Toshiba e-STUDIO205 Series AddressBookViewer
Yes
No

Deleting files starts.

Note

If you want to re-install the client software later, click [No] to remain the setting files. You can restore the data and settings when you re-install the client software.

6 Select “Yes, I want to restart my computer now.” and click [Finish] to restart your computer.

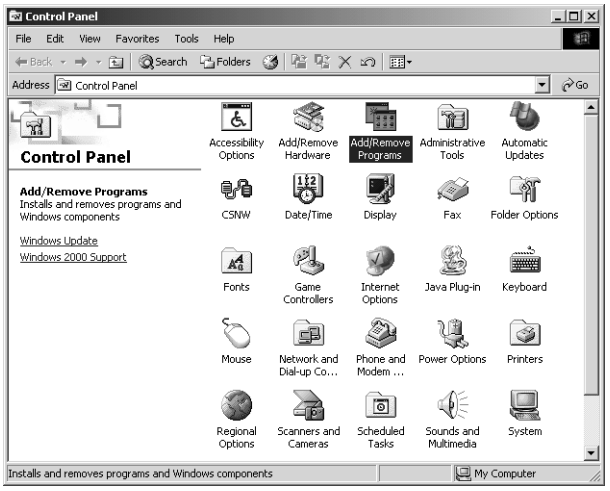

Toshiba e-STUDIO205 Series - InstallShield Wizard
InstallShield Wizard Complete
InstallShield Wizard has successfully uninstalled Toshiba e-STUDIO205 Series from your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

Some files may be deleted after restarting the computer.

Uninstalling only Network Fax Diver and Address Book Viewer

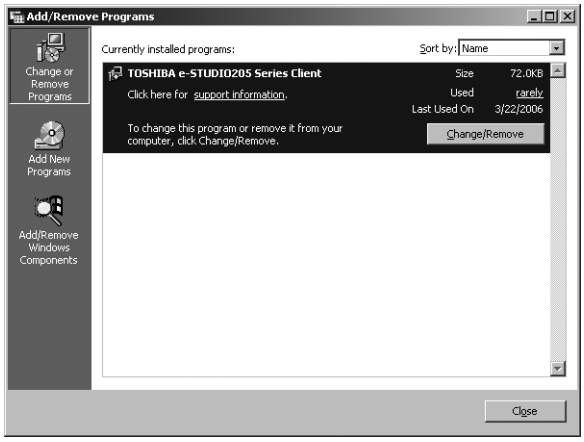
The following describes an installation on Windows 2000. The procedure is the same when other versions of Windows are used.

1 Open “Control Panel” and double-click the “Add/Remove Programs” icon.



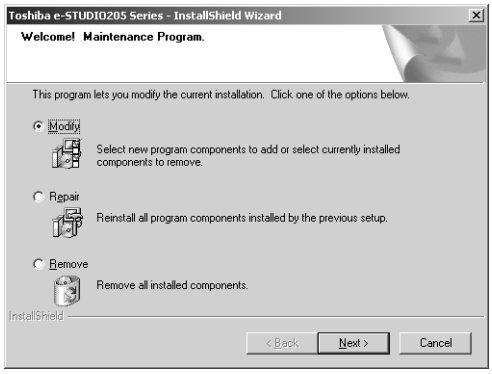
The Add/Remove Programs dialog box appears.

2 Select “TOSHIBA e-STUDIO205 Series Client” and click [Change/Remove].

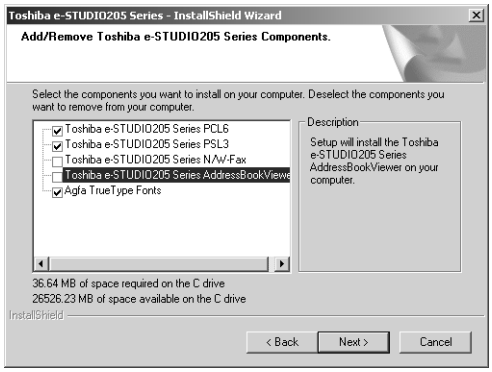


The InstallShield Wizard dialog box appears.

3 Select “Modify” and click [Next].

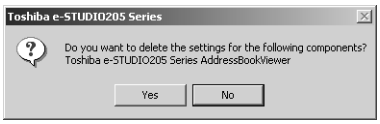

Toshiba e-STUDIO205 Series - InstallShield Wizard
Welcome! Maintenance Program.
This program lets you modify the current installation. Click one of the options below.
Modify
Select new program components to add or select currently installed components to remove.
Repair
Reinstall all program components installed by the previous setup.
Remove
Remove all installed components.
InstallShield
< Back
Next >
Cancel

4 Uncheck the components that you want to uninstall and click [Next].


Toshiba e-STUDIO205 Series - InstallShield Wizard
Add/Remove Toshiba e-STUDIO205 Series Components.
Select the components you want to install on your computer. Deselect the components you want to remove from your computer.
Toshiba e-STUDIO205 Series PCL6
Toshiba e-STUDIO205 Series PSL3
Toshiba e-STUDIO205 Series N/W-Fax
Toshiba e-STUDIO205 Series AddressBookViewer
Agfa TrueType Fonts
Description
Setup will install the Toshiba e-STUDIO205 Series AddressBookViewer on your computer.
36.64 MB of space required on the C drive
26526.23 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

Deleting files starts.

5 Click [Yes] to delete the setting files.

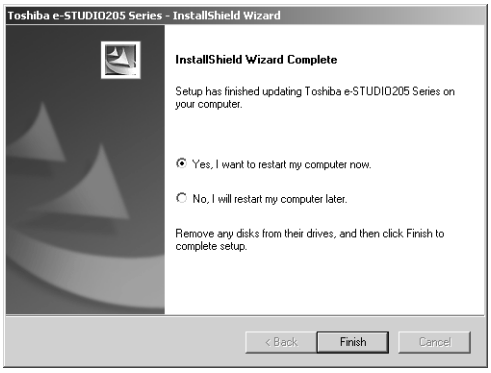

Toshiba e-STUDIO205 Series
Do you want to delete the settings for the following components?
Toshiba e-STUDIO205 Series AddressBookViewer
Yes
No

Deleting files starts.

Note

If you want to re-install the client software later, click [No] to remain the setting files. You can restore the data and settings when you re-install the client software.

6 Select "Yes, I want to restart my computer now." and click [Finish] to restart your computer.


Toshiba e-STUDIO205 Series - InstallShield Wizard
InstallShield Wizard Complete
Setup has finished updating Toshiba e-STUDIO205 Series on your computer.
Yes, I want to restart my computer now.
No, I will restart my computer later.
Remove any disks from their drives, and then click Finish to complete setup.
< Back
Finish
Cancel

When installed using Add Printer Wizard

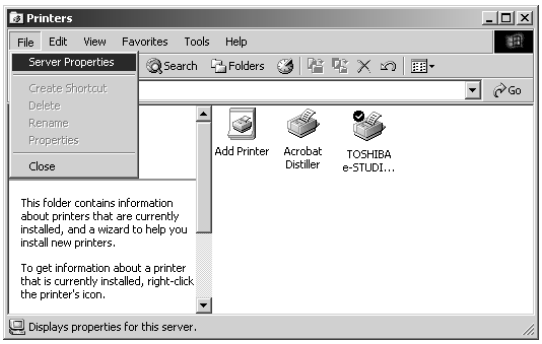
When only Network Fax Driver is installed by Add Printer Wizard, you can uninstall them by deleting the printer icons in the Printers folder.

Deleting the Network Fax Driver

1 Open "Printers" folder, select the printer icon that you want to delete, and press the [Delete] key.

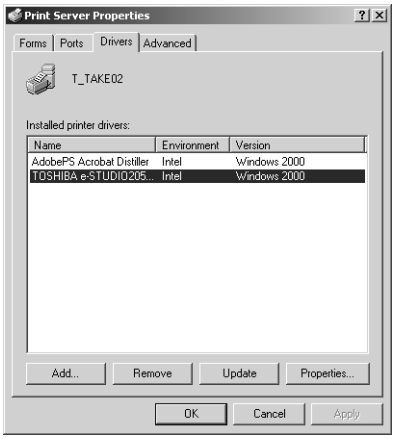
- When using Windows 98/Me or Windows NT 4.0, uninstallation has finished.
- When using Windows 2000/XP/Server 2003, continue to the next step.

2 Click the [File] menu and select [Server Properties].


Printers
File Edit View Favorites Tools Help
Server Properties
Create Shortcut
Delete
Rename
Properties
Close
Search Folders Go
Add Printer
Acrobat Distiller
TOSHIBA e-STUDI...
This folder contains information about printers that are currently installed, and a wizard to help you install new printers.
To get information about a printer that is currently installed, right-click the printer's icon.
Displays properties for this server.

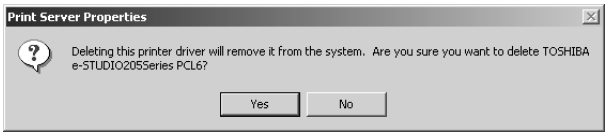
The Print Server Properties dialog box appears.

3 Display the Drivers tab. Select the Network Fax Driver and click [Remove].



The confirmation dialog box appears.

4 Click [OK].


Print Server Properties
Deleting this printer driver will remove it from the system. Are you sure you want to delete TOSHIBA e-STUDIO205Series PCL6?
Yes No

The Network Fax Driver is completely deleted.

3

FAXING FROM CLIENT COMPUTERS

This section describes the instructions on how to send a fax using the Network Fax Driver.

Faxing from Applications 36
How to fax using the Network Fax Driver 36
Specifying recipients 39
Setting up the network fax options 49
Sending with extended fax functionality 53

Faxing from Applications

The Network Fax Driver allows you to fax document data from your computer to several destinations. It also enables the setup of the fax properties and editing of the sender's information.

Note

Check if all the fax settings of this equipment have been done prior to fax transmission.

Fax functions using the Network Fax Driver are available only when both the Network Printer Kit (optional), the Fax Kit (optional) and the External Keyboard (optional) are installed.

How to fax using the Network Fax Driver

Follow the procedure below to fax document data from your computer with the Network Fax Driver installed.

- Create a document.
- Print to Fax Driver.
- Add recipient's name and fax numbers.
- Select a default cover page (optional).
- Send the fax.

Note

The maximum number of pages to fax a document using the Network Fax Driver is 1000.

Preparing documents for faxing

To see how objects, such as headers, footers, or drawing objects, will be positioned on a fax page, switch to your applications' page layout view. If the software application you are using provides a Print Preview option, you can use it to view your fax before it is sent.

Faxing from Windows applications

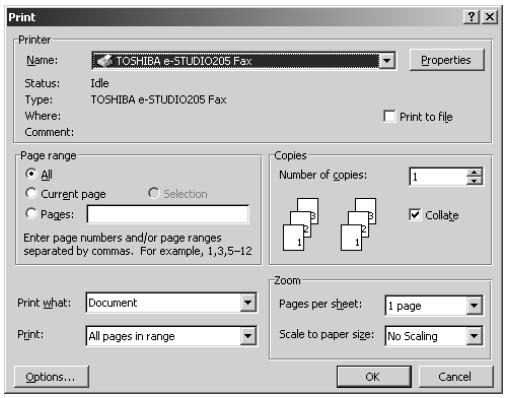
Once you have installed the Network Fax Driver, you can send the document directly from most Windows applications as a fax.
You can print using various functions by setting print options on the printer driver.

Faxing from Windows applications

1 Open a file and select [Print] from the [File] menu of the application.

- The Print dialog box appears.

2 Select “TOSHIBA e-STUDIO205 Series Fax” and Click [Properties].

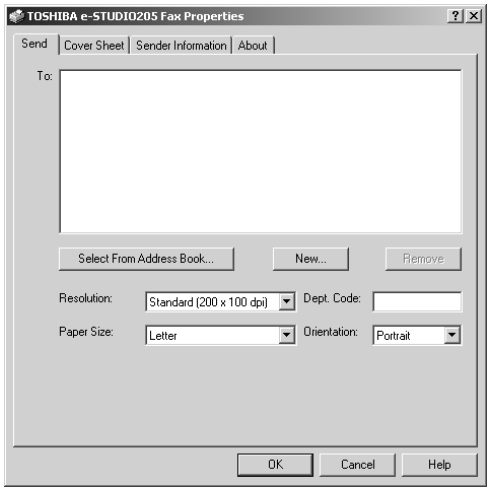


The properties dialog box appears.

Tip

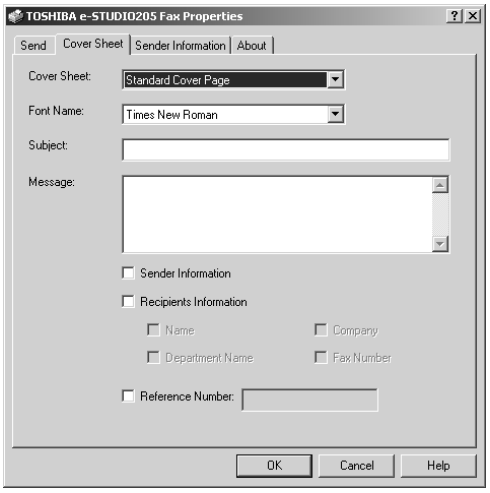
The procedures for displaying the properties dialog for the printer driver may be different depending on the application you are using. See your application’s manual about displaying the printer properties dialog box.

3 Display the Send tab and specify the recipients, and other options.



📖 P.39 “Specifying recipients”
📖 P.49 “Setting the send properties”

4 Display the Cover Sheet tab and specify the cover sheet properties if you want to send a document with a fax cover sheet.



P.51 “Setting up the cover sheet properties”

5 If you want to add sender information on a fax cover sheet, check the Sender Information check box. Then click the Sender Information tab and then enter the sender information message you want to add on the fax cover sheet.

P.52 “Setting up the sender information properties”

6 Click [OK] to save the settings.

7 Click [OK] or [Print] to send a document.

Specifying recipients

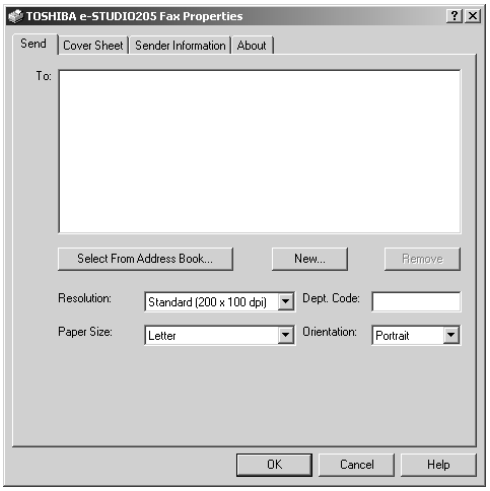
You can specify the recipients following method:
📖 P.39 “Specifying recipients from address book”
📖 P.43 “Entering a recipient manually”
Also you can remove the recipients added to the “To” list.
📖 P.44 “Removing recipients from the “To” list”

Tip

You can specify up to 100 recipients.

Specifying recipients from address book

1 Click [Select From Address Book] in the Send tab.

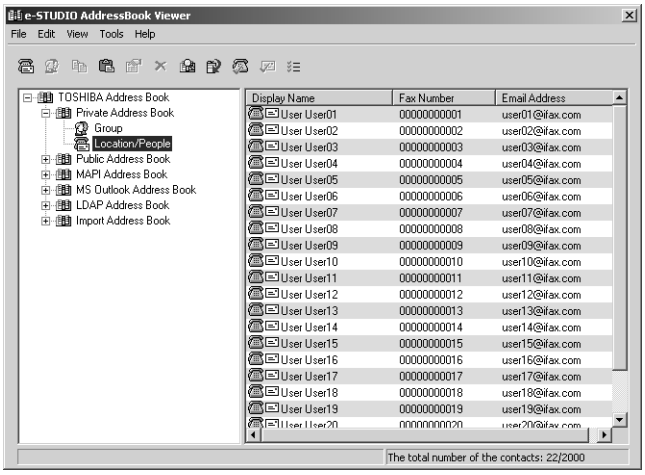


The Address Book Viewer is launched.

Note

To utilize the address book, you must register contact information into the address book in advance. For this registration, see the following page:
📖 P.58 “Running Address Book Viewer”

2 Select either Group or Location/People in the desired address book.

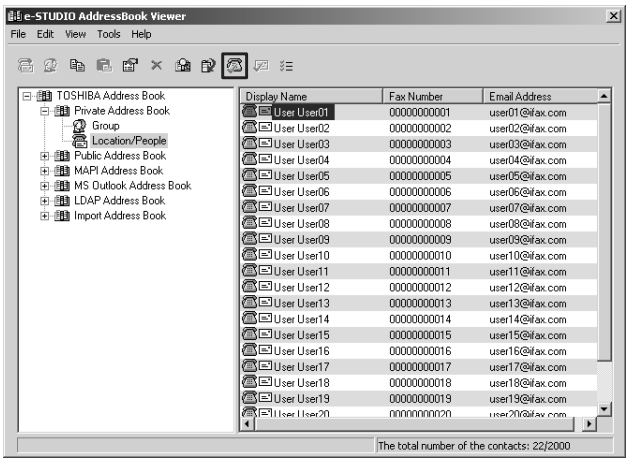


Private Address Book — This contains the contacts registered in the associated client address book on your client computer.
Public Address Book — This contains the contacts registered in the address book in this equipment.
MAPI Address Book — This contains the contacts in the address book of the default mail client in your computer.
MS Outlook Express — This contains the contacts in the MS Outlook Express address book in your client computer.
LDAP Address Book — This contains the contacts in the specified LDAP server.
Import Address Book — If the address book data have been imported from a CSV file or vCard file, this address book will be displayed.

Tip

For more information about the Address Book Viewer, please refer to the Address Book Viewer Online Help.

3 Select the contact you want to add as a recipient and click the [Fax] icon ( ) in the tool bar.

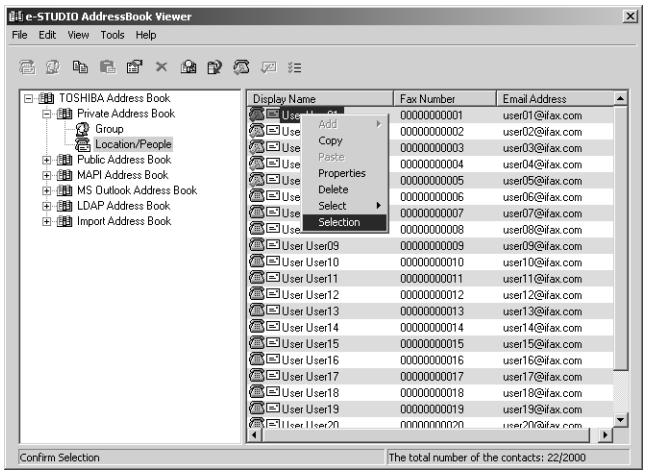


- Repeat until all required recipients are selected.
- When you select the fax number as a destination, the fax number icon in front of the name of the contact will be changed to the checked fax icon ( ).

Tips

- You can cancel selecting the fax number by selecting the contact and re-clicking the [Fax] icon in the tool bar.
- You can also select the recipient's fax number by right-click the contact and select [Select] and [Fax Number] in the menu displayed.

4 After you selected all recipients, right-click on a recipient name in the right pane and select [Selection] in the menu displayed.

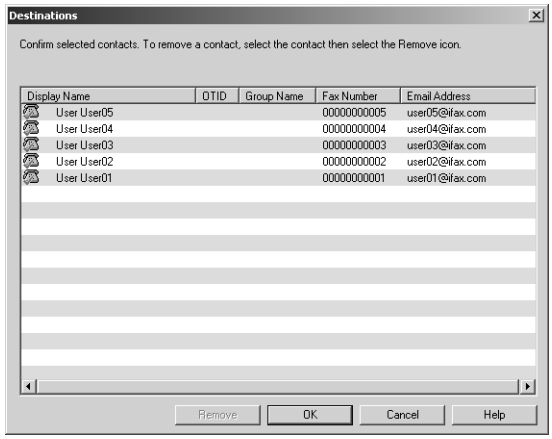


The Destinations dialog box appears.

Tip

You can also display the Destinations dialog box by clicking the [Selection] icon ( ) in the tool bar.

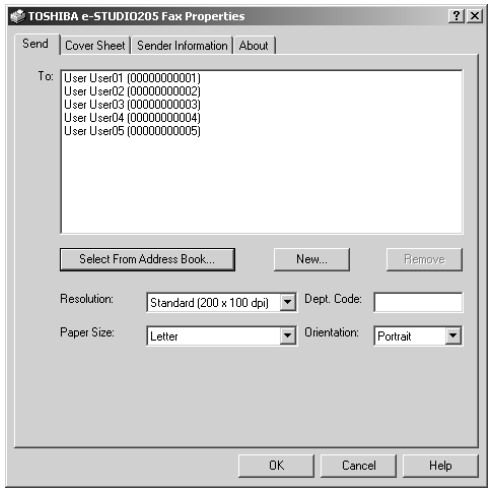
5 Confirm the destinations that you select in the dialog box. If you wish to remove a destination from the recipients list, select the contact and click [Remove].



In the Destinations dialog box, the following buttons are available:

- [Remove] — Click this to remove the selected contacts from the destinations list.
- [OK] — Click this to add these contacts as the destinations.
- [Cancel] — Click this to cancel the selection.
- [Help] — Click this to display the online Help.

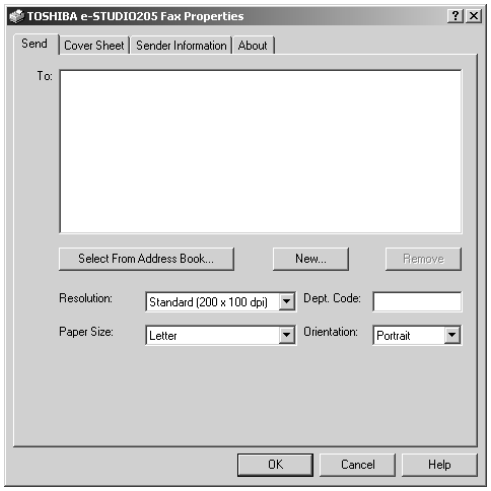
6 After you confirm the destinations, click [OK].



- The Address Book Viewer is closed and selected recipients are added to the “To” list.
- If you click [Select From Address Book], you can add the recipient to the “To” list in this screen by searching the address book for it. There are two searching methods; searching for contacts by name or fax number and searching for contacts by detailed search conditions. See the following.
  📖 P.44 “Searching the address book for contacts”

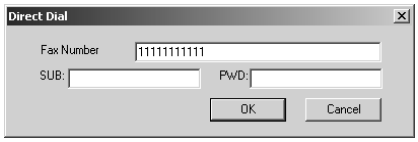
Entering a recipient manually

1 **Click [New].**



The Direct Dial dialog box appears.

2 **Enter the fax number in the right field. In addition, if you specify a Sub address, enter the Sub address in the "SUB" field, and security password for the Sub address in the "PWD" field if required.**



Tip

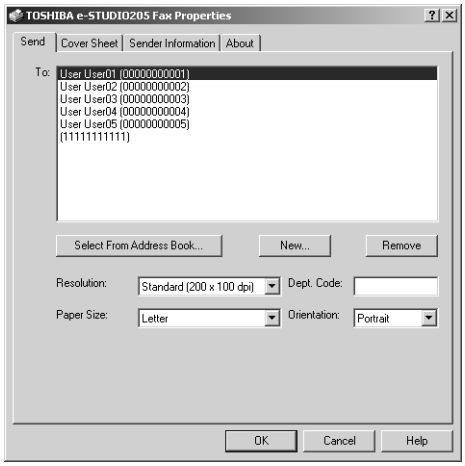
If you specify a Sub address complying with ITU-T F-code communications, you can forward fax data to any fax machine regardless of its manufacturer or the model. In this case, however, the recipient's fax machine also must support ITU-T F-code functions.

3 **Click [OK].**

Entered recipient is added to the "To" list.

Removing recipients from the “To” list

1 **Select a recipient that you want to delete from the “To” list.**



2 **Click [Remove].**

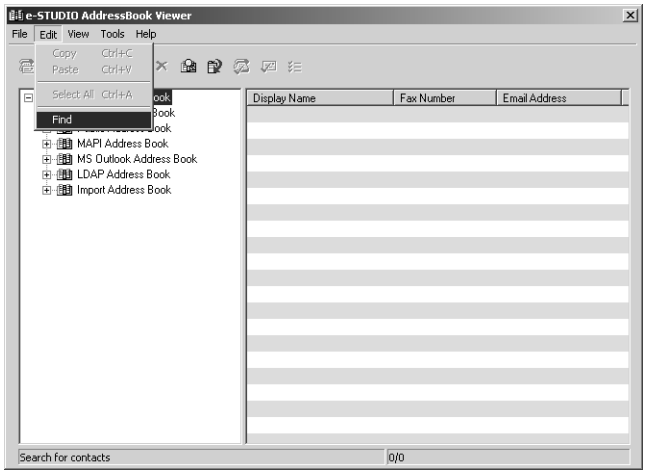
The selected recipient is deleted from the “To” list.

Searching the address book for contacts

In order to quickly locate contacts you can search the address book database. You simply type in a string or letters to be used to search the database. The Address Book Viewer will search for any entry that contains the specified string.
You can search contacts by the name and fax number. Also you can search contacts by specifying the detailed search conditions.

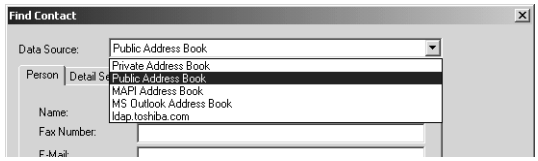
Searching contacts by name and fax number

1 **Click the [Edit] menu and select [Find].**



The Find Contact dialog box appears.

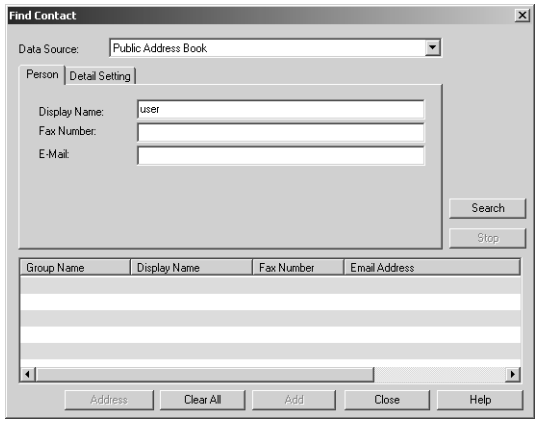
2 Select an address book to search contacts in the “Data Source” drop down box.



Tip

The default address book in the “Data Source” can be set by selecting [View] - [Default Configuration] - [Data Source] from the menu bar.

3 Display the Person tab and enter search text in the following fields that you require.



Name — Enter the search characters or string to search by the first name.
Fax Number — Enter the search characters or string to search by the contact fax number.
E-Mail — Enter the search characters or string to search by the contact e-mail address. (E-mail reception is not available in the equipment.)

Note

You must enter one of the field to search contacts. It will search the contacts that have exactly same name or fax number as the entered search strings.

Tip

If you want to clear entered values, click [Clear All].

4 Click [Search].

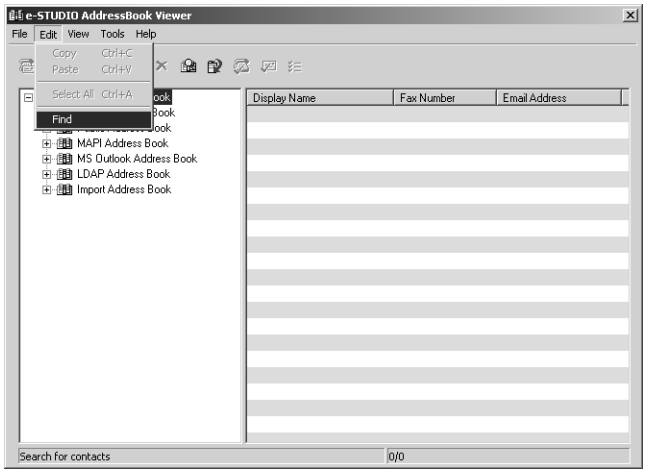
It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

Tip

If you want to stop searching, click [Stop].

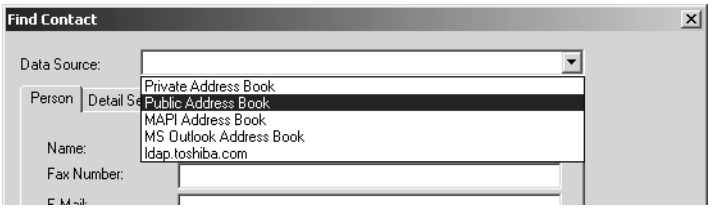
Searching contacts by detailed search conditions

1 Click the [Edit] menu and select [Find].



The Find Contact dialog box appears.

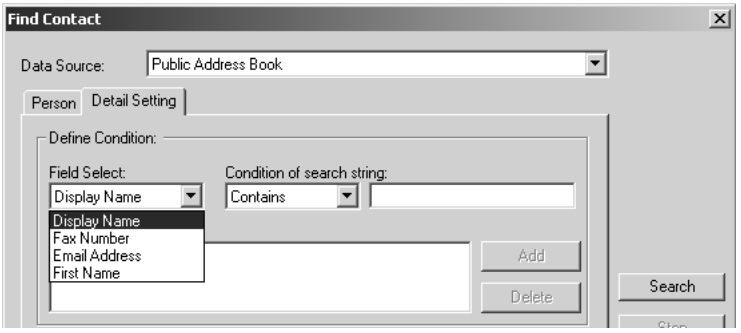
2 Select an address book to search contacts in the “Data Source” drop down box.



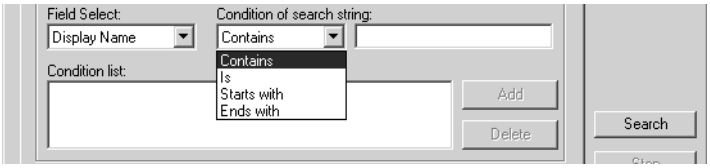
Tip

The default address book in the “Data Source” can be set by selecting [View] - [Default Configuration] - [Data Source] from the menu bar.

3 Display the Detail Setting tab and select a field to search in the “Field Select” drop down box.

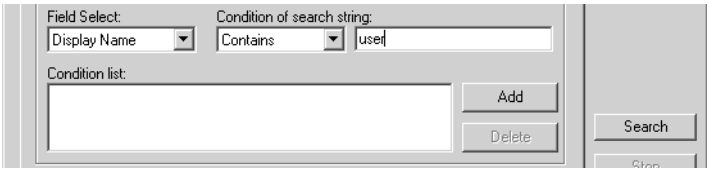


4 Select how it searches contacts in the “Condition of search string” drop down box.



Contains — Select this to search contacts that contain the search string.
Is — Select this to search contacts that completely match the search string.
Start with — Select this to search contacts that start with the search string.
End with — Select this to search contacts that end with the search string.

5 Enter the search string in the next field to the “Condition of search string” drop down box.



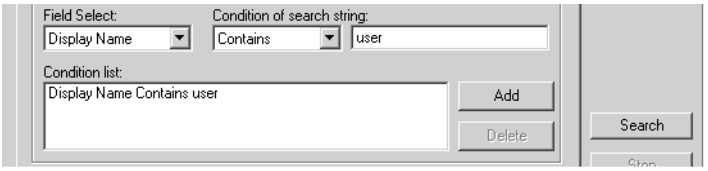
6 Click [Add].

Specified search condition is added to the condition list.

Tip

If you want to clear entered values, click [Clear All].

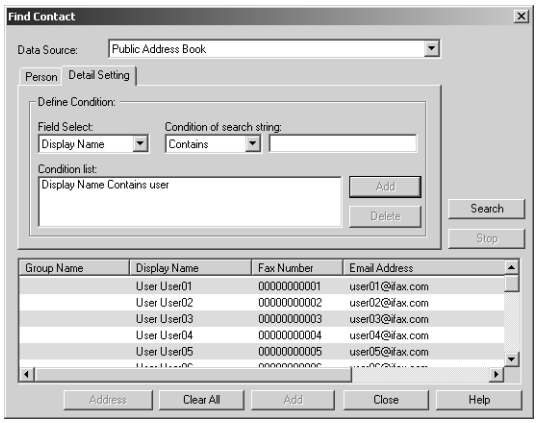
7 Repeat the procedure from Step 3 to Step 6 to add all required conditions.



Tip

You can remove the search conditions you have added. To do this, select the condition and click [Delete].

8 Click [Search].

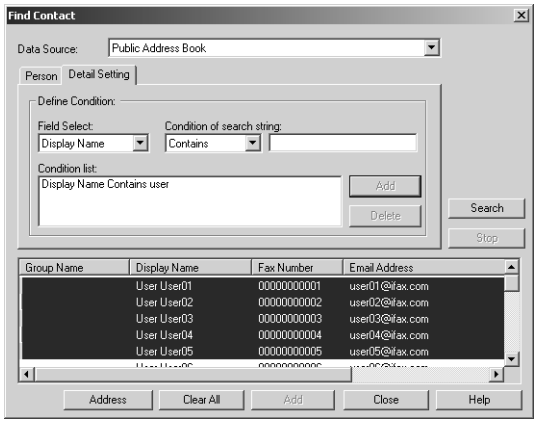


It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

Tip

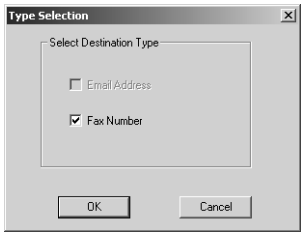
If you want to stop searching, click [Stop].

9 Select the searched contacts and click [Address].



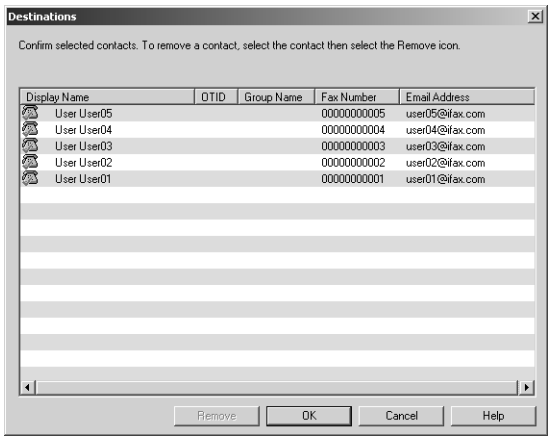
The Type Selection dialog box appears.

10 Be sure that the “Fax Number” check box is checked and click [OK].

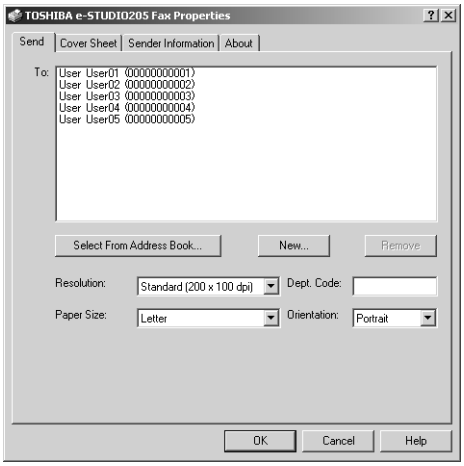


The Destinations dialog box appears.

11 **Click [OK].**



The selected contacts are added as recipients for the network fax.



Setting up the network fax options

Network fax options are the attributes you set to define the way a fax job is transmitted. For example, you can specify the recipients, resolution, and paper size.

Tip

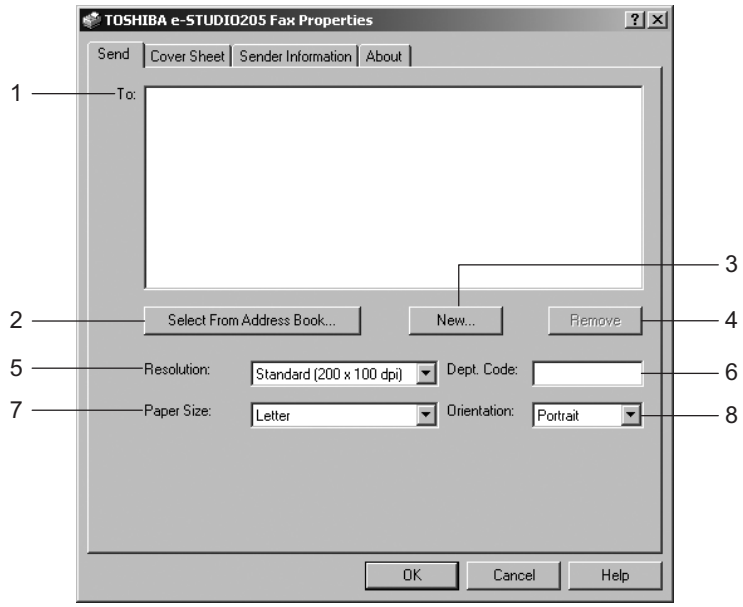
You can send a fax with a cover sheet. See the following for details.
📖 P.53 “Sending with extended fax functionality”

Setting the send properties

In the Send tab of the network fax properties dialog box, you can specify the recipients and how the fax will be sent.

Tip

To specify the recipients, you can select from the address book or enter the recipient manually.
📖 P.39 “Specifying recipients”



1) To
This displays the specified recipients list.

2) [Select From Address Book]
Click to launch the address book Viewer. You can select recipients from the address book.
📖 P.39 “Specifying recipients from address book”

3) [New]
Click to add new recipient by entering manually. The Direct Dial dialog box appears.
📖 P.43 “Entering a recipient manually”

4) [Remove]
Select a recipient in the “To” list and click this to remove the recipient from the list.

5) Resolution
Select the resolution for the fax.
- **Standard (200 x 100 dpi)** — Select this to send a document in Standard mode (200 x 100 dpi).
- **Fine (200 x 200 dpi)** — Select this to send a document in Fine mode (200 x 200 dpi).
- **Super Fine (200 x 400 dpi)** — Select this to send a document in Super Fine mode (200 x 400 dpi).
- **Ultra Fine (400 x 400 dpi)** — Select this to send a document in Ultra Fine mode (400 x 400 dpi).

6) Dept. Code
Enter 5-digit department code if required. When the department code is enabled on this equipment, you must enter the department code to send a fax.

Note

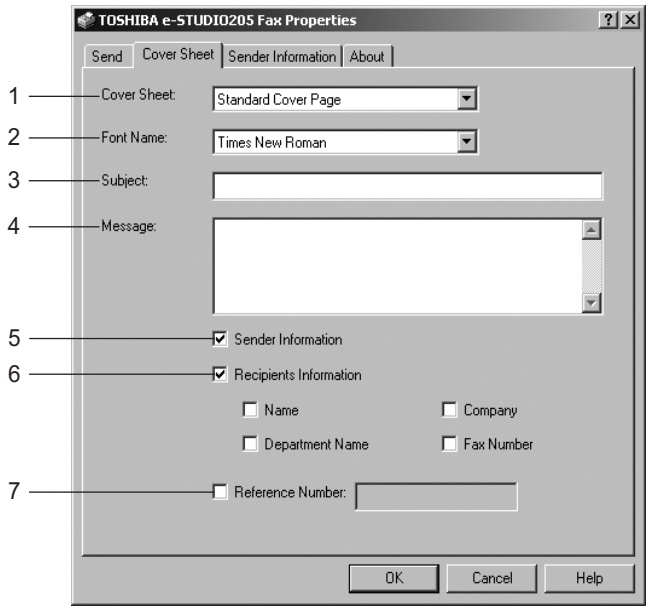
How this equipment performs fax transmission for an invalid department code fax job differs depending on the configurations of this equipment. When it is set to delete a job with an invalid code (= the equipment’s default setting), the job is deleted. When it is set to transmit an invalid department code job forcibly, the job is transmitted forcibly.

7) **Paper Size**
Select the paper size of your document.

8) **Orientation**
Select the orientation of your document.

Setting up the cover sheet properties

In the Cover Sheet tab of the network fax properties dialog box, you can specify the fax cover sheet to be sent. If you enable the cover sheet, the cover sheet is attached in the first page of the document and sent to the recipients.



1) **Cover Sheet**
Select the cover sheet type from “Standard Cover Page”, “Business Cover Page”, and “Professional Cover Page”. For cover sheet samples, see the following page:
📖 P.112 “Cover Sheet Samples”

2) **Font Name**
Select the font to be used for the cover sheet.

3) **Subject**
Enter the subject to appear on the cover sheet. You can enter up to 40 characters.

4) **Message**
Enter the message to appear on the cover sheet. You can enter up to 500 characters.

5) **Sender Information**
Check this to print sender information on the cover sheet. When this is enabled, specify the sender information in the Sender Information tab.
📖 P.52 “Setting up the sender information properties”

6) **Recipient Information**
Check this to have recipient information appear on the cover sheet. Select one or more of the following options to determine what information will appear in the “To:” field of the cover sheet.
- **Name** — Check this to have the recipient name appear on the cover sheet.
- **Company** — Check this to have the recipient company name appear on the cover sheet.

- **Department Name** — Check this to have the recipient department name appear on the cover sheet.
- **Fax Number** — Check this to have the recipient fax number appear on the cover sheet.

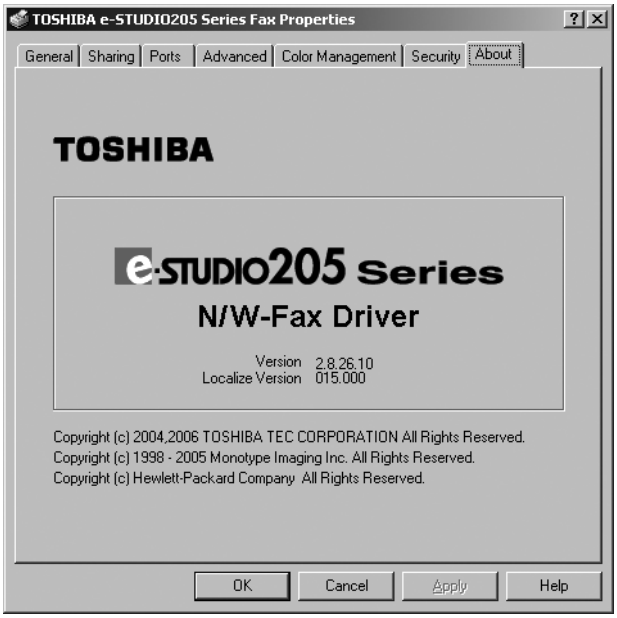
7) Reference Number
Enter the reference number to identify the fax. This number will appear on the cover sheet.

Setting up the sender information properties

In the Sender Information tab of the network fax properties dialog box, you can specify the sender information that appears on the cover sheet. This must be set only when the “Sender Information” box in the Cover Sheet tab is checked.
In the text field in the Sender Information tab, you can enter the up to 500 characters.

Displaying the version information

In the About tab of the network fax properties dialog box, you can display the version information of the Network Fax Driver.



Sending with extended fax functionality

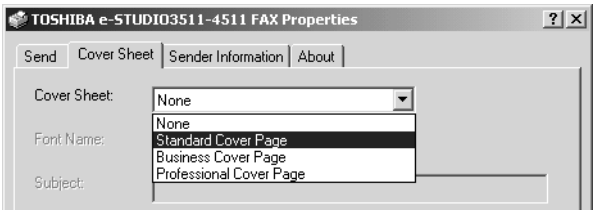
The Network Fax Driver allows users to perform the following features:
📖 P.53 “Sending with a cover sheet”

Sending with a cover sheet

You can choose to send a cover sheet with your fax transmission. The cover sheet is merged with the recipient “To” list data to create a fax cover sheet. You can select what to include on the cover sheet such as sender or recipient information.

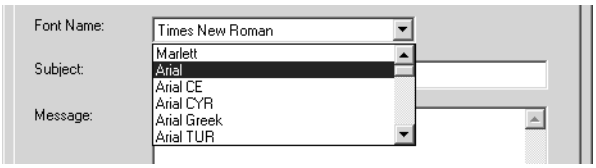
Preparing the cover sheet

1 Display the Cover Sheet tab and select the cover sheet type in the “Cover Sheet” drop down box.



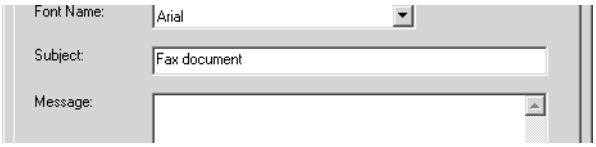
For samples of the cover sheets, see the Appendix at the end of this guide.
📖 P.112 “Cover Sheet Samples”

2 Select the font in the “Font Name” drop down box.



The selected font applies to the text contents in the cover sheet.

3 Enter the subject to appear on the cover sheet in the “Subject” field.



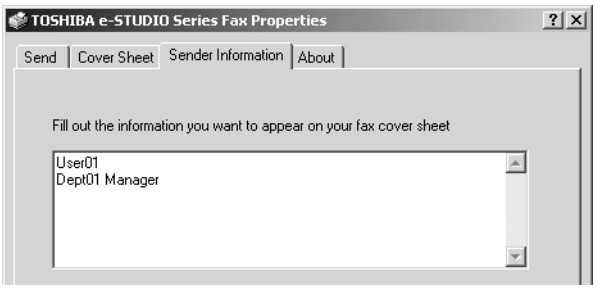
You can enter up to 40 characters for the subject.

4 Enter the message to appear on the cover sheet in the “Message” field.

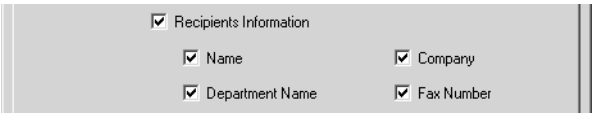
You can enter up to 500 characters for the message.

5 If you want the sender information to appear on the cover sheet, check the “Sender Information” box.

If you check this, click the Sender Information tab and enter the sender information in the text box. You can enter up to 500 characters in the sender information text box.



6 If you want the recipients information to appear on the cover sheet, check the "Recipients Information" box and check the items required for the recipient information.

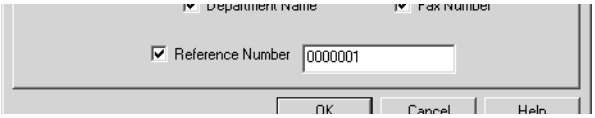


Name — Check this to have the name of the recipient appear on the cover sheet.
Company — Check this to have the company name of the recipient appear on the cover sheet.
Department Name — Check this to have the department name of the recipient appear on the cover sheet.
Fax Number — Check this to have the fax number of the recipient appear on the cover sheet.

Notes

- Recipients information is obtained from the address book. (The data input on page P.71 "Configuring the connection manually and obtaining the address book data" are used.) If the recipient is added manually, this information does not appear on the cover sheet except for the fax number.
- The recipients information for all recipients will appear on the cover sheet.

7 If you want the reference number to identify the document to appear on the cover sheet, check the "Reference Number" box and enter the reference number in the field.



You can enter up to 20 characters for the reference number.

8 Specify the other options to send a document and click [OK].

9 Click [Print] to send a document to this equipment.

4

USING ADDRESS BOOK

This section describes the instructions on how to use the Address Book Viewer.

Running Address Book Viewer 58
Running the Address Book Viewer 59
About Address Book Viewer interface.....62
Using commands 63

Managing Address Book.....67
About the address books 67
Managing contacts and groups 86
Converting the address book data 104

Running Address Book Viewer

The Address Book Viewer allows you to manage the address book properties, manage address books and address book entries. Particularly, you can perform the following functions:

Managing the private address book:

- Create new contacts
- Create address book groups
- Modify contact information
- Search the address book database
- Import address book data
- Export address book data

Running the Address Book Viewer

You can access the Address Book Viewer using two methods:

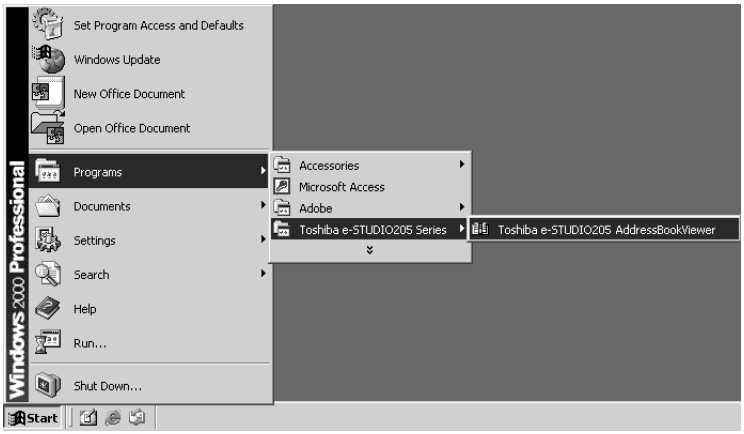
- Programs folder in the Start menu
- Print Properties window of the Network Fax Driver (limited accessibility)

Access using program group

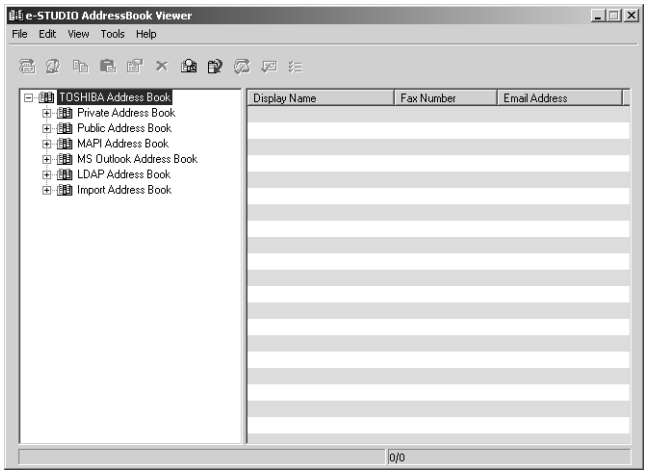
From the Program Group, you can access the Address Book Viewer to create and edit your private address book.

Accessing the Address Book Viewer from the programs group

1 Click the [Start] menu, select [Programs], [TOSHIBA e-STUDIO205 Series], and select [TOSHIBA e-STUDIO205 AddressBookViewer].



The Address Book Viewer window appears.



Access using print properties

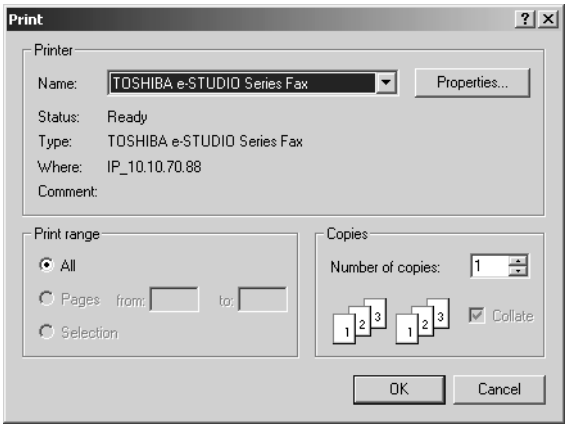
Within the application Print window, you have a limited ability to create and edit contacts in the Address Book.

Note

This method is only suggested if you are in the process of sending a fax and you need to add a fax recipient to the send list that is not currently a member of the Address Book. Otherwise, use the program group to access the Address Book Viewer.

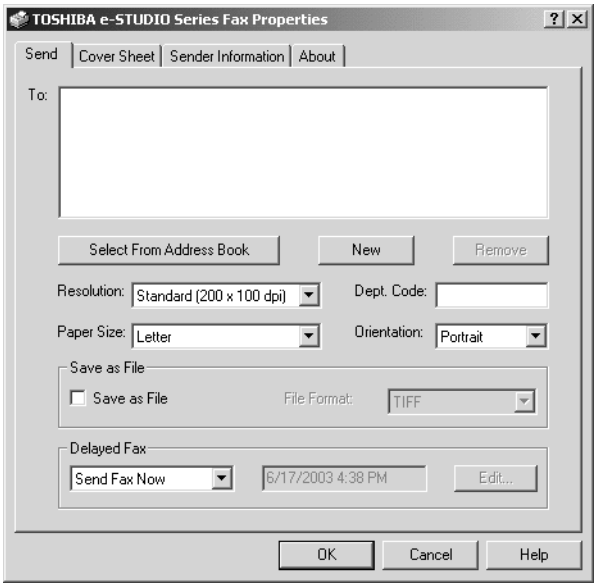
Accessing the Address Book Viewer from the print properties

1 In the Print dialog box in the application, select "TOSHIBA e-STUDIO205 Series Fax" for the printer and click [Properties].



The Network Fax properties dialog box appears.

2 Click [Select From Address Book] in the Send tab.



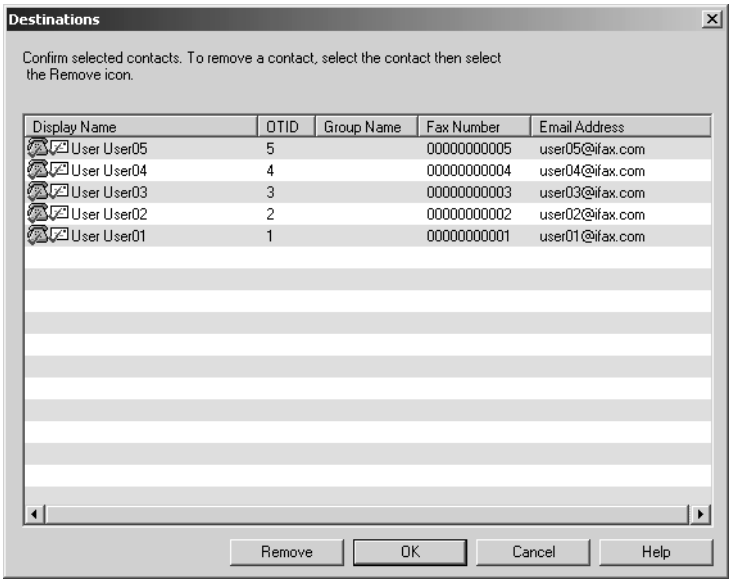
The Address Book Viewer window appears.

— Selecting contacts for network fax

When you access the Address Book Viewer from the Network Fax Driver, it allows you to select the contacts from the Address Book Viewer.
After you select contacts that you want to add as recipients, right-click on a recipient name in the right pane and select [Selection] in the context sensitive menu.

Notes

- You can also select the recipients by searching the contacts in the Address Book Viewer.
- For detailed description on selecting contacts for Network Fax, refer to the following page:
  P.36 “Faxing from Applications”

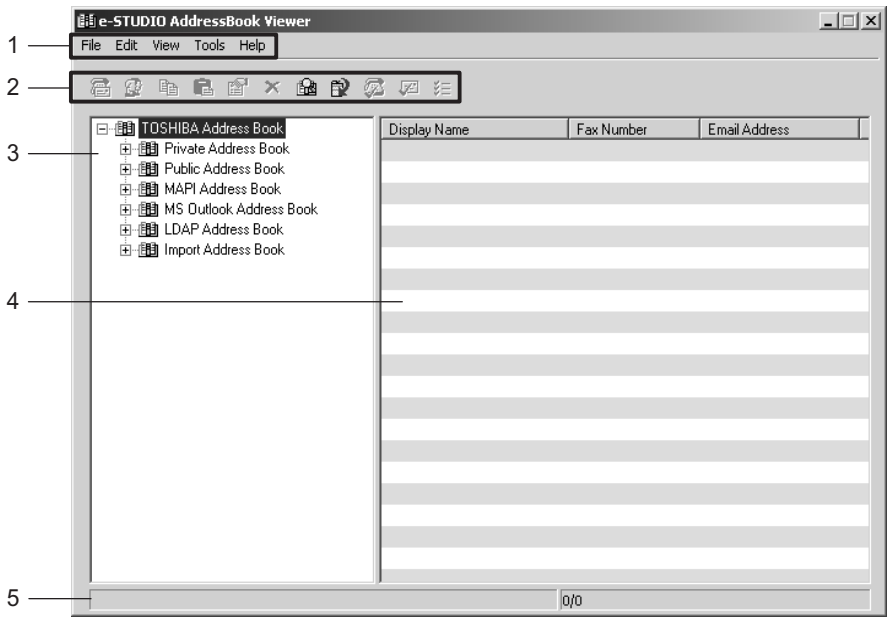


Then the Destinations dialog box appears.

- [Remove] — Click this to remove the selected contacts from the destinations list.
- [OK] — Click this to add these contacts as the destinations.
- [Cancel] — Click this to cancel the selection.
- [Help] — Click this to display the online Help.

About Address Book Viewer interface

The Address Book Viewer main window consists of the following items:



1) Menu Bar
You can perform various functions by selecting a command from the menus.
P.63 “Menu bar”

2) Toolbar
You can perform general functions quickly by clicking an icon in the tool bar.
P.65 “Toolbar”

3) Browse Pane
The address books below are displayed in a tree form in the browse pane. Using the browse pane, you can display the contents of each group or recipient registered in the address books in the contents pane. (When you click [+] of the tree, the items (group and place / person) of the selected address book appear and the [+] turns into [-]. When you click [-] of the tree, the items of selected address book hide.)

- **Private Address Book** — This contains the contacts registered in the associated client address book on your client computer.
- **Public Address Book** — This contains the contacts registered in the address book in this equipment.
- **MAPI Address Book** — This contains the contacts in the address book of default mail client in your computer.
- **MS Outlook Express** — This contains the contacts in the MS Outlook Express address book in your client computer.
- **LDAP Address Book** — This contains the contacts in specified LDAP server.
- **Import Address Book** — If the address book data have been imported from a CSV file or vCard file, this address book will be displayed.

4) Contents Pane
The right-hand pane displays non-modifiable, text-only summary information about the currently selected address book entry. Selecting an entry in the browse pane of the address book displays summary information about the entry in the contents pane.

5) **Status Bar**
This displays the description of selected command in the left side, and the number of the items of the currently selected address book entry in the right side.

Using commands

Address Book Viewer allows you to perform a wide variety of functions.
You can access all of the commands from menus in the menu bar and from the icons in the tool bar at the top of the Address Book Viewer window. You can also choose commands from context-sensitive menus by right-clicking the browse pane and contents pane.

Menu bar

The menu bar contains five menus of commands that allow you to perform various functions in Address Book Viewer.

1) **File menu**
The following commands can be selected in the File menu.
   - **New Contact** — Select this to add new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the “Location/People” folder or “Private Address Book” object, the contact will be created in the "Location/People" folder. This command is available only when selecting items in the object in the private address book.
   - **New Group** — Select this to add new group in the private address book. This command is available only when selecting the “Group” folder in the private address book.
   - **Properties** — Select this to edit or display the properties of a group or a contact in the private or public address book. This command is available only when selecting a group or a contact in the private or public address book.
   - **Delete** — Select this to delete a group or contacts in the private address book. This command is available only when selecting a group or contacts in the private address book.
   - **Devices** — Select this to download the public address book from this equipment.
   - **Import -CSV File** — Select this to import the address book data that had been exported as CSV files from this equipment, e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, GL-1010 address book using the Address Book Viewer. The data will be imported in the “Import Address Book”.
   - **Import -vCard File** — Select this to import the address book data that had been exported as vCard files from this equipment, e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, GL-1010 address book using the Address Book Viewer. The data will be imported in the “Import Address Book”. This command is available only when Microsoft Office XP is installed on your computer.
   - **Export - CSV File** — Select this to export the selected address book as a CSV file.
   - **Export - vCard File** — Select this to export the selected address book as a vCard file. This command is available only when Microsoft Office XP is installed on your computer.
   - **Exit** — Select this to exit the Address Book Viewer.

2) **Edit menu**
The following commands can be selected in the Edit menu.
   - **Copy** — Select this to copy the selected contacts or a group in the clipboard. The contacts or a group copied in the clipboard can be pasted in the private address book. This item is available only when selecting a group or contacts in any address book.

- **Paste** — Select this to paste the contacts or a group copied in the clipboard in the private address book. If the group has been copied, this item is available only when selecting the “Group” folder. If the contacts have been copied, this item is available only when selecting a group or the “Location/People” folder in the private address book.
- **Select All** — Select this to select all contacts displayed in the right pane. This item is available only when browsing groups or contacts.
- **Find** — Select this to find a contact by searching the address book. You can also search the LDAP server to add the contacts in the LDAP address book.

3) View menu

The following commands can be selected in the View menu.

- **Toolbar** — Select this to display or hide the toolbar. When the check mark appears in the menu, the toolbar is currently displayed. You can select it again to hide the toolbar.
- **Status Bar** — Select this to display or hide the status bar. When the check mark appears in the menu, the status bar is currently displayed. You can select it again to hide the status bar.
- **Large Icons** — Select this to display the contacts using large icons.
- **Small Icons** — Select this to display the contacts using small icons.
- **List** — Select this to display the contacts in a list.
- **Details** — Select this to display the contacts in a list with detailed information.
- **Sort By - Name** — Select this to sort the contacts alphabetically by the name.
- **Sort By - Fax Number** — Select this to sort the contacts alphabetically by the fax number.
- **Sort By - Email Address** — Select this to sort the contacts alphabetically by the e-mail address.
- **Sort By - Ascending** — Select this to sort the contacts alphabetically in ascending order.
- **Sort By - Descending** — Select this to sort the contacts alphabetically in descending order.
- **Default Configuration - Data Source** — Select the address book that will be the default address book for the Find Contact dialog box. Select the address book from which you frequently search for the contacts. The public address book is set as the factory default.
- **Default Configuration - Type Selection** — Select the default destination type that will be enabled in the Type Selection dialog box, which appears when searching for the contacts as the destinations of the network fax job. You can select either “Fax Number”, “Email Address” or “Both” to set the default selection type. The “Fax Number” is set as the factory default. This can be set only when the Address Book Viewer is launched from the Network Fax Driver.

4) Tools menu

The following commands can be selected in the Tools menu.

- **LDAP Setting** — Select this to configure the LDAP service to obtain the LDAP address book from the LDAP server.
- **Device Setting** — Select this to find the device to obtain the public address book from this equipment.
- **Converting** — Select this to run the Address Book Converter. Using the Address Book Converter, the address book file of the GL-1010 or GL-1020 that can be created using TopAccess can be converted to the address book file that can be restored or imported to this equipment, e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, and e-STUDIO280 Series with TopAccess. This command is available only for Windows NT 4.0, Windows 2000, Windows XP, and Windows Server 2003.

5) Help

The following commands can be selected in the Help menu.

- **Contents and Index** — Select this to display the Online Help.
- **About TOSHIBA e-STUDIO Address Book** — Select this to display the version information.

Toolbar

You can use the following tool icon to perform various functions quickly:

(New Contact) — Click this to add a new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is a contact or the address book, the contact will be created in the address book. This icon is available only when selecting items in the private address book.

(New Group) — Click this to add a new group in the private address book. This icon is available only when selecting the “Group” folder in the private address book.

(Copy) — Click this to copy the selected contacts or a group in the clipboard. The contacts or a group copied in the clipboard can be pasted in the private address book. This icon is available only when selecting a group or contacts in any address book.

(Paste) — Click this to paste the contacts or a group copied in the clipboard in the private address book. If the group has been copied, this item is available only when selecting a “Group” folder. If contacts have been copied, this item is available only when selecting a group or "Location/People" folder in the private address book.

(Properties) — Click this to edit or display the properties of a group or a contact. This icon is available only when selecting a group or a contact.

(Delete) — Click this to delete a group or contacts in the private address book. This icon is available only when selecting a group or contacts in the private address book.

(Find) — Click this to find a contact by searching the address book.

(Download AB) — Click this to download the public address book that you modified to this equipment. 📖 P.68 “Configuring the connection by local discovery”

(Fax) — Click this to add the fax numbers of selected contacts as destinations to be sent using the Network Fax Driver. (This icon is available only when accessing the Address Book Viewer from the Network Fax Driver properties dialog box and selecting contacts.)

(Mail) — Not available

(Confirm Selection) — Click this to display the Destinations dialog box to confirm the destinations to be sent using the Network Fax Driver. (This icon is available only when accessing the Address Book Viewer from the Network Fax Driver properties dialog box and any fax numbers have been selected as destinations.)

Context-sensitive menus

You can also use the context-sensitive menu that is displayed by right-click the an item displayed in Address Book Viewer window.

- **Add - Contact** — Select this to add a new contact in the private address book. If the currently selected item is a group, the contact will be created as a member of the group. If the currently selected item is the "Location/People" or the private address book folder, the contact will be created in the "Location/People" folder. This command is available only when selecting items in the private address book.
- **Add - Group** — Select this to add a new group in the private address book. This command is available only when selecting the “Group” folder in the private address book.
- **Copy** — Select this to copy the selected contacts or groups in the clipboard. The contacts or groups copied in the clipboard can be pasted in the private address book. This item is available only when selecting contacts or groups in any address book.
- **Paste** — Select this to paste the contacts or groups copied in the clipboard in the private address book. This item is available only when selecting a group or the “Location/People” folder in the private address book.
- **Properties** — Select this to edit or display the properties of a contact or group. This command is available only when selecting a contact or group.
- **Delete** — Select this to delete the selected contacts or groups in the private address book. This command is available only when selecting contacts or groups in the private address book.
- **Select - Fax Number** — Select this to add the fax numbers of selected contacts or groups as destinations to be sent using the Network Fax Driver. (This item is available only when accessing the Address Book Viewer from the Network Fax Driver properties dialog box and selecting contacts or groups.)
- **Select - EMail** — Select this to add the e-mail addresses of selected contacts or groups as destinations to be sent using the Network Fax Driver. (This item is available only when accessing the Address Book Viewer from the Network Fax Driver properties dialog box and selecting contacts or groups.) (This function is not available in the equipment.)
- **Selection** — Select this to display the Destinations dialog box to confirm the destinations to be sent using the Network Fax Driver. (This item is available only when accessing the Address Book Viewer from the Network Fax Driver properties dialog box and fax numbers have been selected as destinations.)

Managing Address Book

You can use the Address Book Viewer to manage the private address book. You can add or edit the contacts and groups as you desire. The private address book data is stored in your client computer. It can be used to manage the contacts and groups for sending a fax using the Network Fax Driver.
The Address Book Viewer also displays a public address book that is the address book in the compatible TOSHIBA equipment, such as this equipment, e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO165/205. Using the Address Book Viewer, you can display the contacts or groups in the address book and they can be copied to your private address book.
In addition, you can access additional address book data such as the address book application of the default e-mail client in your computer, Microsoft Outlook address book, and an LDAP directory service running in your network. You cannot add, delete, or edit the data in these address book, but you can copy their address book data to paste into the private address book.

About the address books

You can manage your address book using the following address books:

- Private address book can be used as your own address book.
  📖 P.67 “Managing the private address book”
- Public address book allows you to display the address book in e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO165/205.
  📖 P.68 “Managing the public address book”
- MAPI address book allows you to display the address book data of the default e-mail application in your computer.
  📖 P.75 “Configuring the MAPI address book”
- MS Outlook address book allows you to display the address book data of Microsoft Outlook Express in your computer.
  📖 P.75 “Managing the Microsoft Outlook address book”
- LDAP address book allows you to display the address book data which is added from LDAP servers.
  📖 P.75 “Managing the LDAP address book”

Also the Address Book Viewer allows users to import and export the address book data as CSV file or vCard file, so that users can import the CSV file or vCard file which exported from another user’s private address book or public address book, and users can export the private address book and public address book for other users.
📖 P.82 “Importing and exporting the address book”

Note

Importing and exporting a vCard file is available only when Microsoft Office XP is installed on your computer.

Managing the private address book

You can manage your own address book using the private address book. You can add, delete, and modify the contacts in this address book. You can also create, delete, and modify groups. Contacts and groups can be added to this address book by various ways using other address books within the Address Book Viewer. For instruction on how to manage the contacts and groups in the private address book, please refer to the following section:
📖 P.86 “Managing contacts and groups”

Managing the public address book

In order to access the public address book in e-STUDIO3510c Series, e-STUDIO451c Series, e-STUDIO850 Series, e-STUDIO452 Series, e-STUDIO282 Series, e-STUDIO4511 Series, e-STUDIO450 Series, e-STUDIO280 Series, and GL-1010 controller for the e-STUDIO165/205, you must configure the connection to the device.
You can configure the connection by searching the network for the device, or entering the IP address of the device manually.
🕮 P.68 “Configuring the connection by local discovery”
🕮 P.71 “Configuring the connection by manual selection”

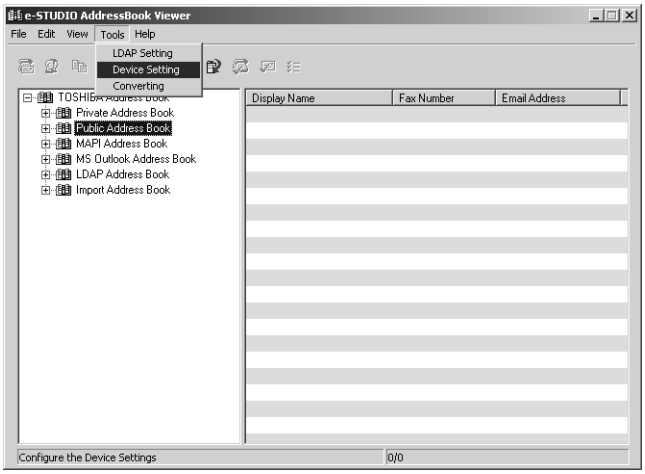
After configuring the connection to the device, the address book data of the device is obtained in the public address book. You can display the address book data and copy them in the private address book.
For the instruction to download the public address book data into the Address Book Viewer, please refer to the following section:
🕮 P.73 “Downloading the public address book”

— Configuring the connection by local discovery

You can search your network for the device and configure the connection.

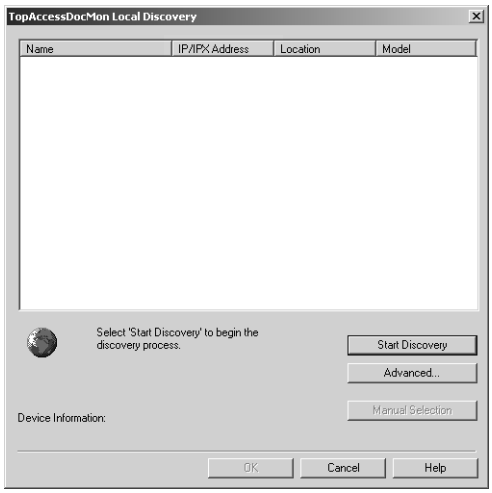
Discovering the device and obtaining the public address book data

1 Select “Public Address Book” in the browse pane, click the [Tools] menu, and select [Device Setting].



The TopAccessDocMon Local Discovery dialog box appears.

2 Click [Start Discovery] to begin the process.



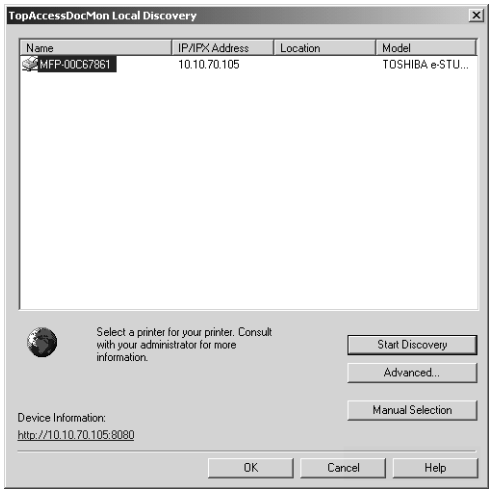
It locates all the compatible devices in your network.

Tips

- You can quit the process by clicking [Stop Discovery].
- When this equipment is on another segment, it may not be discovered. In this case, click [Manual Selection] to discover the equipment manually.
  P.71 “Configuring the connection by manual selection”
- If the process continues for a long time, it is because the too many network clients are in the network. In this case, you can configure the discovery settings from [Advanced] button.
  P.70 “Configuring discovery settings”

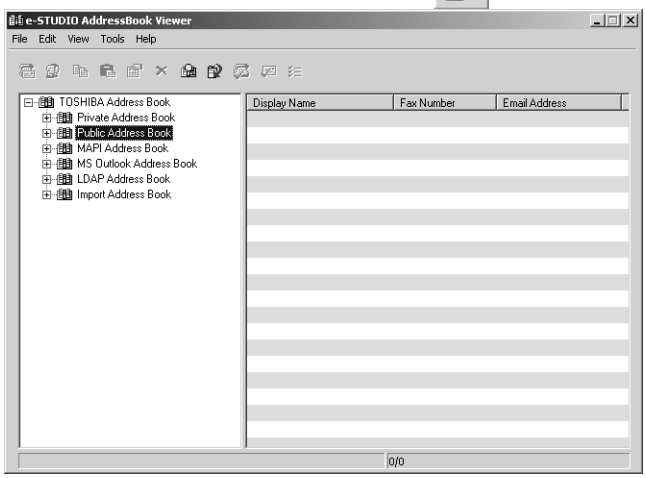
3 When the process completes, found printers are listed in the list.

4 Select the device that you want to access from the list and click [OK].



The Address Book Viewer window is displayed.

5 **Click the [Download AB] icon ( ) in the tool bar.**

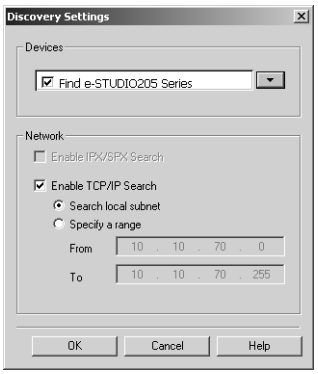


6 **The Downloading dialog box appears. You can quit downloading the address book data by clicking [Cancel].**

The Address Book Viewer connects to selected device and obtains the address book data in the public address book.

Configuring discovery settings

You can configure the discovery settings.



1) **Devices**
   Click the arrow button to display the pull down list and check the model name that you want to search.
2) **Network - Enable IPX/SPX Search**
   This is disabled because the Address Book Viewer does not support the IPX/SPX connection.

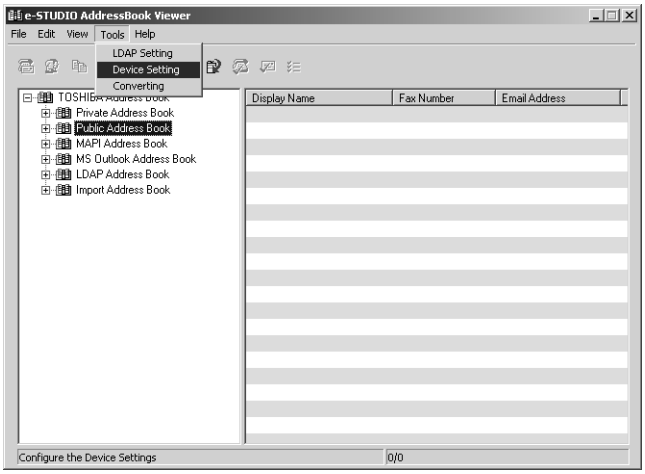
3) **Network - Enable TCP/IP Search**
Check on this to search devices that connect to the TCP/IP network. This is available only when the TCP/IP protocol is installed in your computer.
When this is enabled, select how it searches printers in the TCP/IP network.
- **Search local subnet** — Select this to search devices in local subnet.
- **Specify a range** — Select this to search devices in specific range of IP addresses. When this is selected, enter the IP addresses in “From” field and “To” field to specify the range.

— Configuring the connection by manual selection

You can configure the connection by entering the IP or IPX address of the device manually.

Configuring the connection manually and obtaining the address book data

1 **Select “Public Address Book” in the browse pane, click the [Tools] menu, and select [Device Setting].**

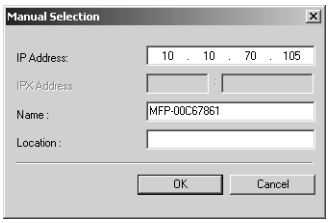


The TopAccessDocMon Local Discovery dialog box appears.

2 **Click [Manual Selection].**

The Manual Selection dialog box appears.

3 Enter each item to specify the printer address and click [OK].

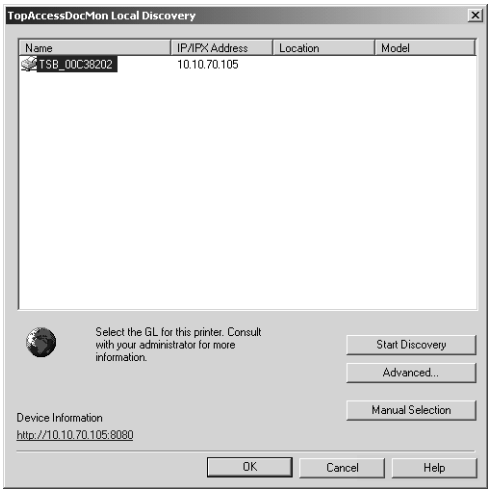


IP Address — Enter the IP address of the printer.
IPX Address — This is disabled because the Address Book Viewer does not support the IPX/SPX connection.
Name — Enter the printer name.
Location — Enter the location of the printer.

Note

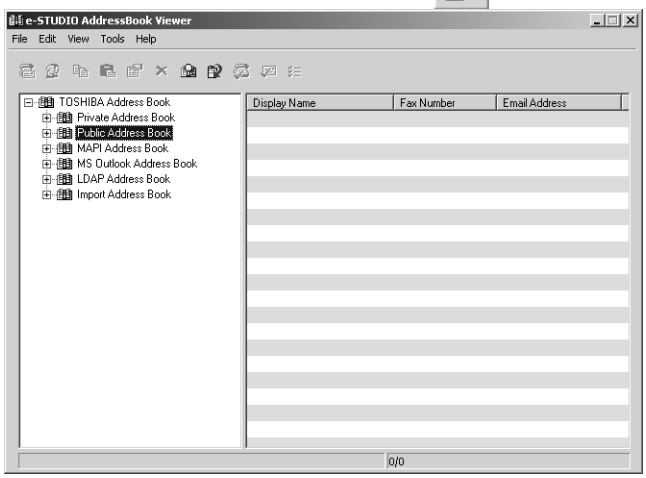
You must enter “Name” and either “IP Address” or “IPX Address”.

4 Select the entered device name and click [OK].



The Address Book Viewer window is displayed.

5 **Click the [Download AB] icon ( ) in the tool bar.**



6 **The Downloading dialog box appears. You can quit downloading the address book data by clicking [Cancel].**

The Address Book Viewer connects to entered device and obtains the address book data in the public address book.

— Downloading the public address book

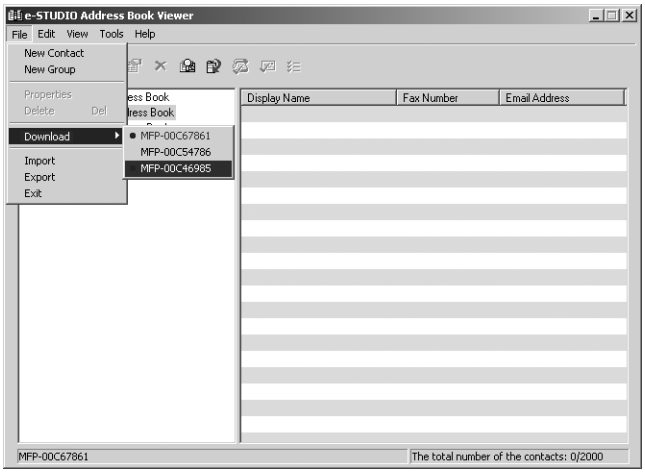
You can download the address book data in the equipment to the Address Book Viewer.

Note

The Address Book Viewer downloads the address book data that is backed up in the equipment using TopAccess through FTP. Backing up the address book data can be operated by an administrator. If the address book data is old, please ask your administrator to backup the address book data.

Downloading the public address book data

1 **Click the [File] menu, select [Download], and select the device name that you want to download the address book.**



2 **Select “Public Address Book” in the browse pane.**

3 **The Downloading dialog box appears. You can quit downloading the address book data by clicking [Cancel].**

The public address book data is downloaded from the selected device.

Configuring the MAPI address book

The Address Book Viewer automatically accesses the address book application of the default e-mail client software using the Messaging API (MAPI).
If the Address Book Viewer prompts an error message when selecting the MAPI address book, the default e-mail client software has not been defined in your computer, or the default e-mail software does not support MAPI. In this case, set the MAPI-compliant e-mail software as the default e-mail client. For instructions on how to set your e-mail application as default e-mail client, refer to the documentation or online help of your e-mail application.
You can use the MAPI address book to copy the contacts and groups to the private address book.
🕮 P.90 “Copying contacts from an address book”

Managing the Microsoft Outlook address book

The Address Book Viewer automatically accesses the Microsoft Outlook Express address book to obtain the address book data. You use the MS Outlook address book to copy the contacts and groups to the private address book.
🕮 P.90 “Copying contacts from an address book”

Managing the LDAP address book

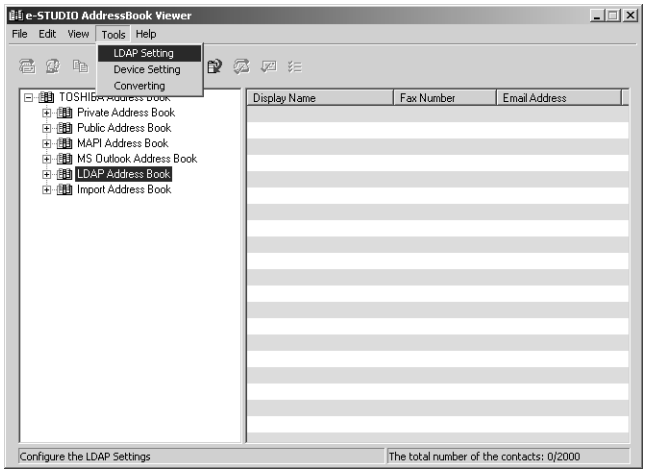
In order to access to the address book data in the LDAP servers, first you must register the LDAP directory services that you want to access.
🕮 P.76 “Registering the LDAP directory services”
Then search contacts in the LDAP server and add the contacts to the LDAP address book.
🕮 P.78 “Adding contacts from LDAP servers”
You can use the LDAP address book to copy the contacts to the private address book.
🕮 P.90 “Copying contacts from an address book”

— Registering the LDAP directory services

You can register multiple LDAP directory services.

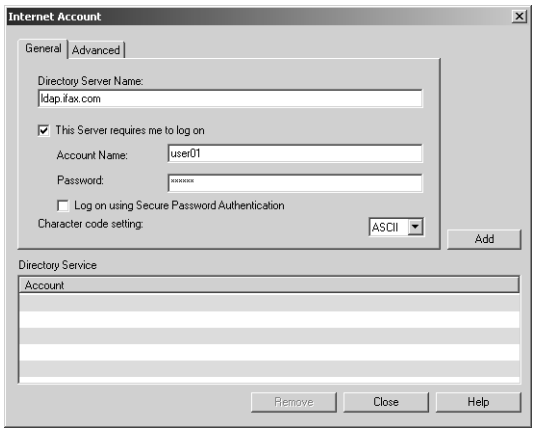
Registering the LDAP directory services

1 **Click the [Tools] menu and select [LDAP Setting].**



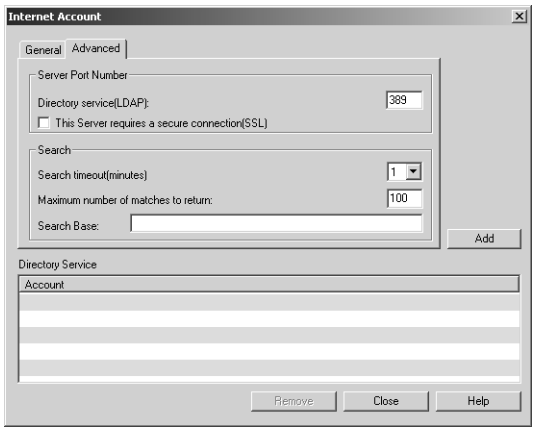
The Internet Account dialog box appears.

2 **In the General tab, enter the items as described below.**



Directory Server Name — Enter the server name or IP address of a LDAP server.
This Server requires me to log on — Check this if the LDAP server requires the user name and password to log on.
Account Name — Enter the user name to log on the LDAP server.
Password — Enter the password to log on the LDAP server.
Log on using Secure Password Authentication — Check this to use secure password to log on the LDAP server.
Character code setting — Select the character code for the LDAP server.

3 In the Advanced tab, enter the items as described below.



Server Port Number - Directory service (LDAP) — Enter the port number to access the LDAP server. It shows “389” as a default. Change this number if you are sure the LDAP port number is changed from the default port number on the LDAP server.
Server Port Number - This Server requires a secure connection (SSL) — Check this when you require to access the LDAP server using SSL.
Search - Search timeout — Select the timeout interval for searching.
Search - Maximum number of matches to return — Select maximum numbers for the search results.
Search - Search Base — Enter the search root suffix.

4 Click [Add].

The entered directory service is added to the Directory Service list.

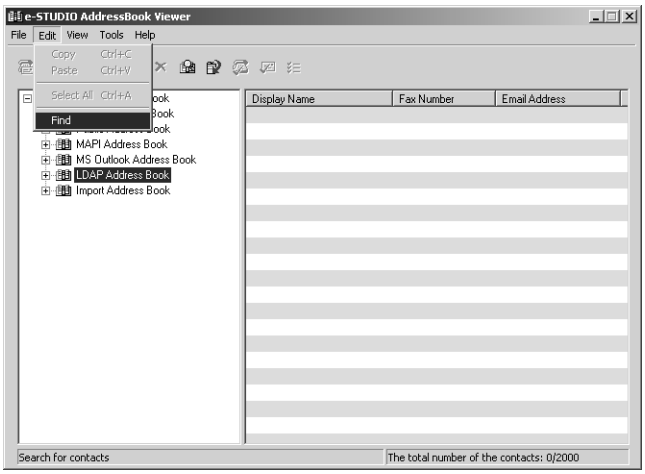
5 Repeat the procedure from Step 2 to Step 4 until all required directory services are added.

— Adding contacts from LDAP servers

After you register the LDAP directory services, you can search contacts in the LDAP servers and add preferred contacts to the LDAP address book.
You can search contacts by the name and fax number. Also you can search contacts by specifying the detailed search conditions.

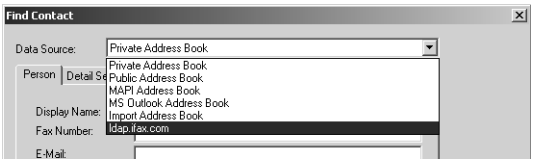
Searching contacts by name and fax number

1 Click the [Edit] menu and select [Find].

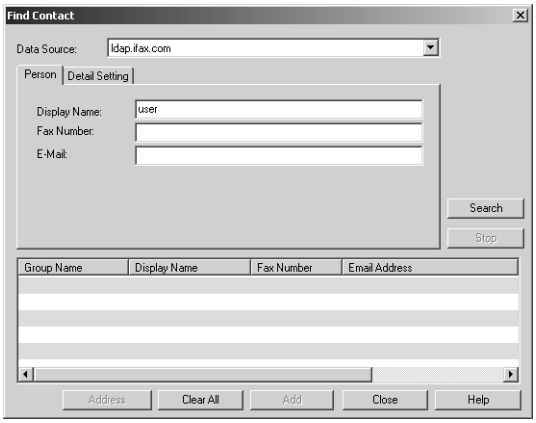


The Find Contact dialog box appears.

2 Select a registered directory service in the “Data Source” drop down box.



3 Display the Person tab and enter search text in the following fields that you require.



Name — Enter the search characters or string to search by the contact name.
Fax Number — Enter the search characters or string to search by the contact fax number.
E-Mail — Enter the search characters or string to search by the contact e-mail address. (This item is not available in the equipment.)

Note

You must enter data into one of the fields to search contacts. It will search the contacts that contain the entered search strings.

Tip

If you want to clear entered values, click [Clear All].

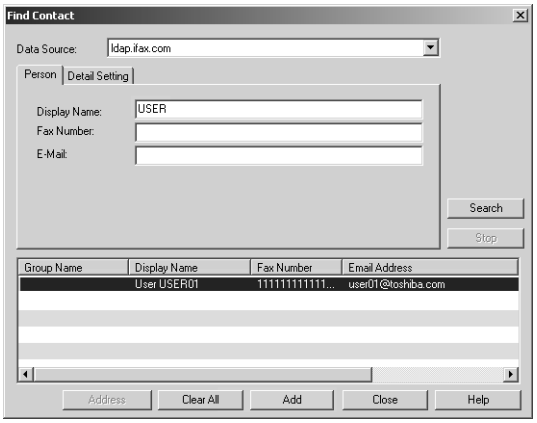
4 Click [Search].

It begins searching contacts in the LDAP server. When it completes searching, found contacts appears in the list at the bottom of the dialog box.

Tip

If you want to stop searching, click [Stop].

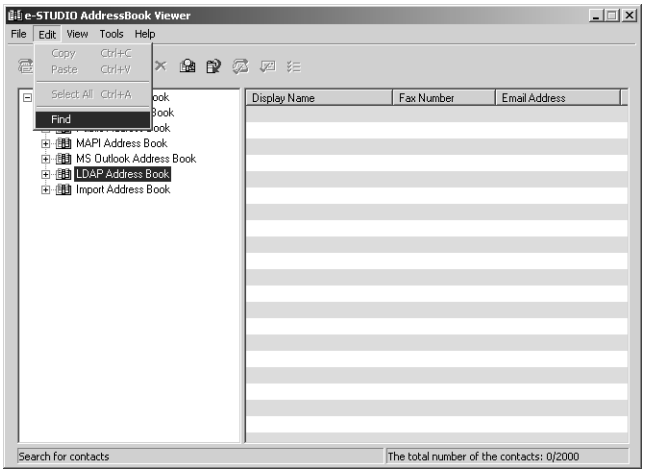
5 **Select contacts that you want to add to the LDAP address book, and click [Add].**



The selected contacts are added to the LDAP address book.

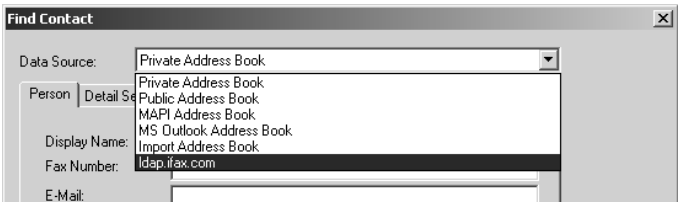
Searching contacts by detailed search conditions

1 **Click the [Edit] menu and select [Find].**

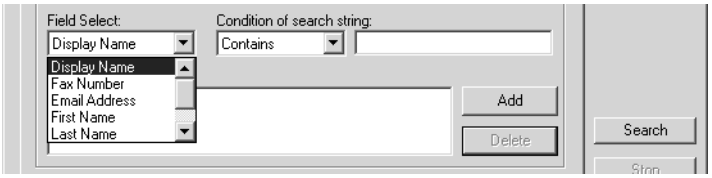


The Find Contact dialog box appears.

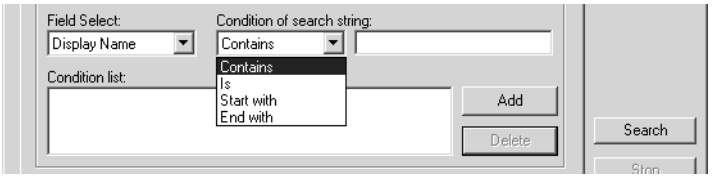
2 **Select a registered directory service in the “Data Source” drop down box.**



3 Display the Detail Setting tab and select a field to search in the "Field Select" drop down box.

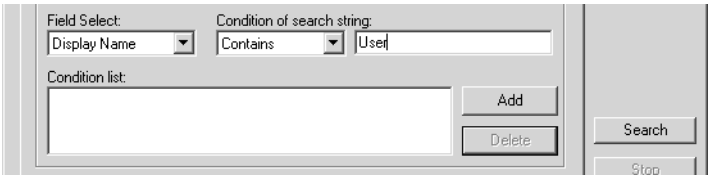


4 Select how it searches contacts in the "Condition of search string" drop down box.



Contains — Select this to search contacts that contain the search string.
Is — Select this to search contacts that completely match the search string.
Start with — Select this to search contacts that start with the search string.
End with — Select this to search contacts that end with the search string.

5 Enter the search string in the next field to the "Condition of search string" drop down box.



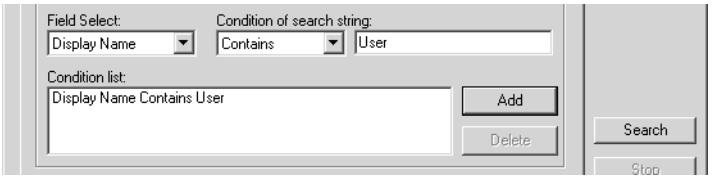
6 Click [Add].

Specified search condition is added to the condition list.

Tip

If you want to clear entered values, click [Clear All].

7 Repeat the procedure from Step 3 to Step 6 to add all required conditions.



Tip

You can remove the search conditions you have added. To do this, select the condition and click [Delete].

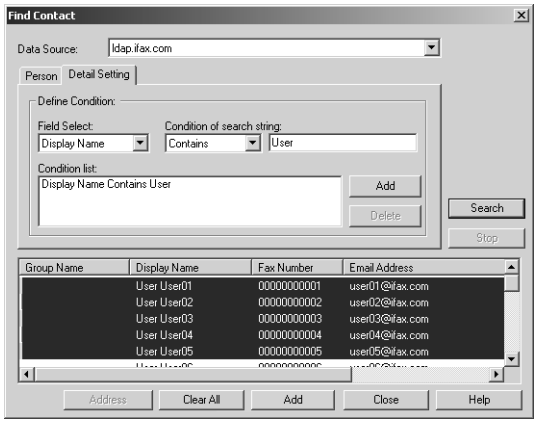
8 **Click [Search].**

It begins searching contacts in the LDAP server. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

Tip

If you want to stop searching, click [Stop].

9 **Select contacts that you want to add to the LDAP address book, and click [Add].**



The selected contacts are added to the LDAP address book.

Importing and exporting the address book

The Export feature of the Address Book Viewer allows you to create a CSV file or vCard file of your selected address book, and it can be imported to other user's Address Book Viewer. The Import/Export feature is useful when users want to share the address book data.

Notes

- The CSV file to import the Address Book Viewer must be created as the comma separated file in the following format:

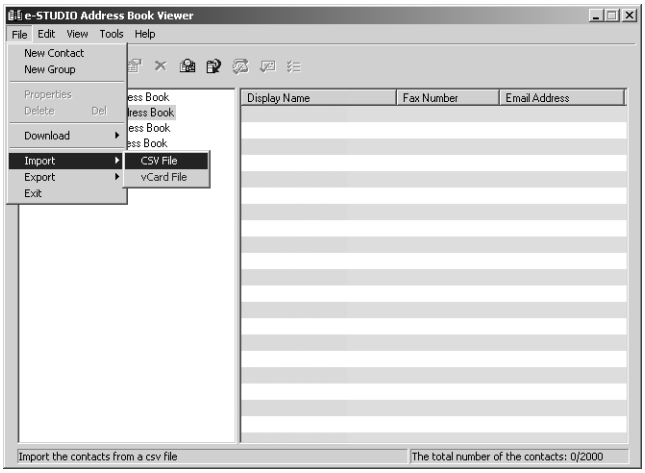
```
Group Name,Contact Key,Prefix,First Name,Last Name,Suffix,Display Name,Company Name,Department Name,First Fax Number,Second Fax Number,Email Address,Furigana,One Touch ID,Notes,Attenuation,Error Correction Mode,Fax Mode,Line Monitor,Line Selection,Option Type,Oversea Calls,Print Transmission Report,Short Protocol,Transmission Type,UseDeviceSettings,UseSubAddSID,Compression,PageWidth,Resolution,Password,SenderIdentification,SEP,SubAddress
,1,,User01,User,,User01 User,12345COMPANY,Dept01,00000000001,,user01@ifax.com,,1,,0,1,0,0,2,0,0,0,0,1,0,0,0,0,0,,,,
,2,,User02,User,,User02 User,12345COMPANY,Dept02,00000000002,,user02@ifax.com,,2,,0,1,0,0,2,0,0,0,0,1,0,0,0,0,0,,,,
Group1,1,1,,,,
```

Importing the address book from a CSV file or vCard file

Note

Address book files that are exported from GL-1010 or GL-1020 using TopAccess cannot be imported to the Address Book Viewer.

1 Click the [File] menu and select [Import] and [CSV File] or [vCard File].

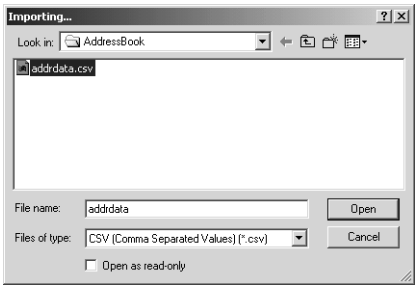


The Importing dialog box appears.

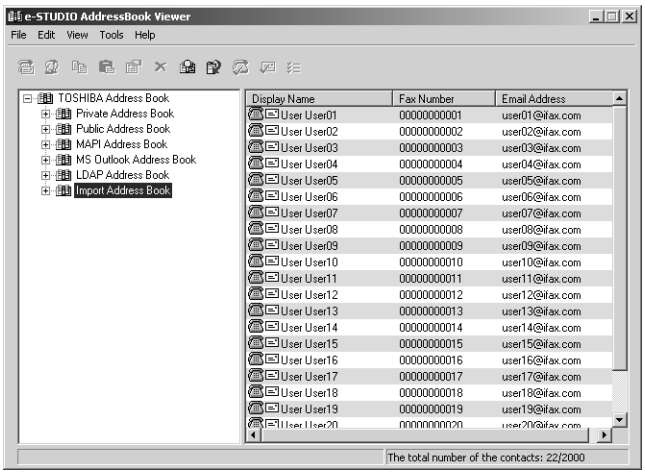
Note

The [vCard File] command will appear only when Microsoft Office XP is installed on your computer.

2 Locate the folder where the CSV file or vCard file is stored, and select the file type (CSV or vCard) in the “Files of type” drop down box. Then select the file and click [Open].



3 The address book data is imported into “Import Address Book”.



If you have already been import an address book before, contacts information is overwritten to the existing import address book.

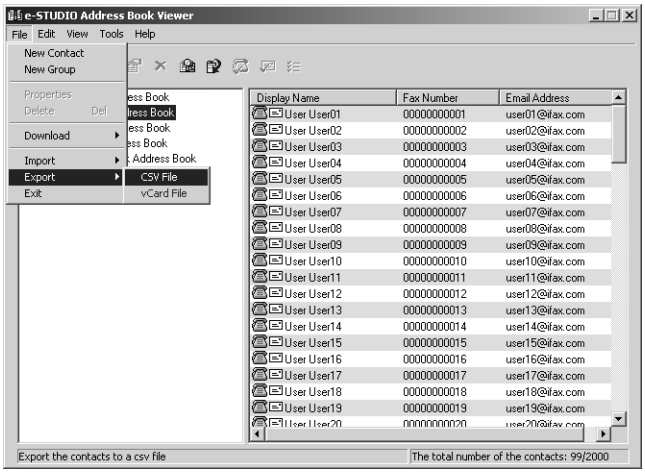
Tip

If one or more records have been skipped during the import process, it may be due to one of the following reasons:

- Record already exists.
- Group name contains an invalid character.
- Fax number is invalid.

Exporting the address book as a CSV file or vCard File

1 Click the [File] menu and select [Export] and [CSV File] or [vCard File].

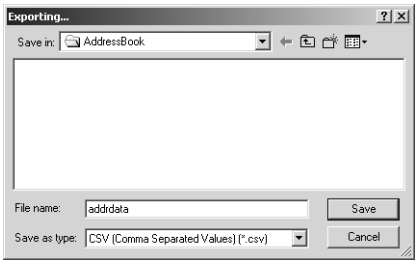


The Exporting dialog box appears.

Note

The [vCard File] command will appear only when Microsoft Office XP is installed on your computer.

2 Locate the folder where you want to save the CSV file or vCard File, and select the file type (CSV or vCard) in the “Save as type” drop down box. Then enter the file name and click [Save].



The private address book is exported as a CSV file or vCard file.

Managing contacts and groups

Users can create contact and group entries to the private address book that can be accessed from your desktop.
Under the Private Address Book folder, there are two containers, “Group” and “Location/People”.
The “Location/People” folder contains individual contact information. The Group folder contains the groups and it can contain the individual contact information in each group.

Managing contacts

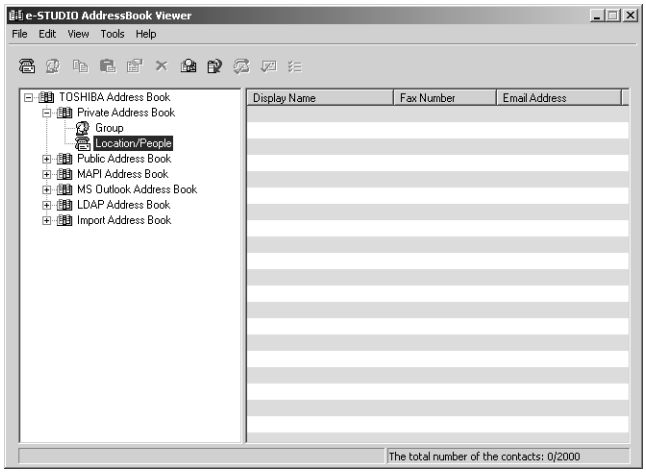
You can add contacts to the “Location/People” folder and each created groups in the private address book.
There are several ways to add the contact to the container.
📖 P.86 “Adding contacts manually”
📖 P.90 “Copying contacts from an address book”
Also you can modify or delete contacts in the private address book.
📖 P.91 “Displaying or modifying contacts properties”
📖 P.95 “Removing contacts”

— Adding contacts manually

You can add new contacts to the “Location/People” folder in the private address book. Also you can add new contacts to groups created in the private address book.

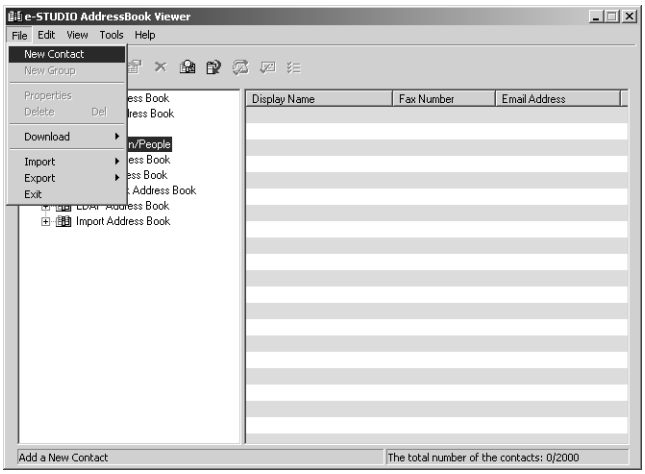
Adding a new contact manually

1 Select the folder that you want to add new contact in the left pane.



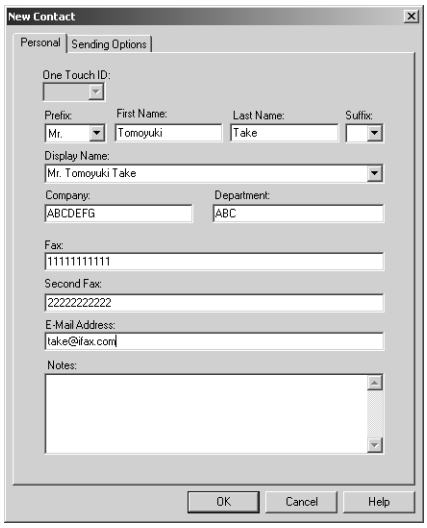
- If you want to add new individual contact in the private address book, select the “Location/People” folder under “Private Address Book” folder.
- If you want to add new contact to the group in the private address book, select a group that you want to add a contact in the “Group” folder under “Private Address Book” folder.

2 Click the [File] menu and select [New Contact].



The New Contact dialog box appears.

3 In the Personal tab, enter items as described below.

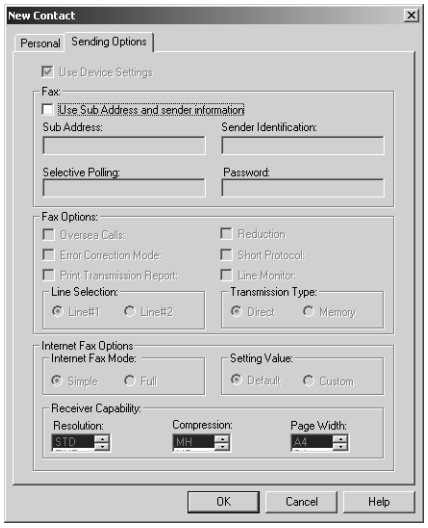


One Touch ID — Select the one touch ID number for the contact (if desired).
Prefix — Select the prefix for the contact.
First Name — Enter the first name of the contact. You can enter up to 32 characters.
Last Name — Enter the last name of the contact. You can enter up to 32 characters.
Suffix — Select the suffix for the contact.
Display Name — The display name is automatically entered as “[Prefix] [First Name] [Last Name] [Suffix]”. You can also edit the name as you prefer. You can enter up to 70 characters.
Company — Enter the company name of the contact. You can enter up to 64 characters.
Department — Enter the department name of the contact. You can enter up to 64 characters.
Fax — Enter the 1st fax number of the contact. You can enter up to 128 characters includes numbers and the following symbols: +, -, *, #
To add a 3 second pause to a fax telephone number, place a hyphen (-) at the desired point in the number.
Second Fax — Enter the 2nd fax number of the contact. You can enter up to 128 characters includes numbers and the following symbols: +, -, *, #
To add a 3 second pause to a fax telephone number, place a hyphen (-) at the desired point in the number.
E-mail Address — Enter the e-mail address of the contact. You can enter up to 192 characters. (E-mail reception is not available in the equipment.)
Notes — Enter any notes for the contact. You can enter up to 256 characters.

Note

You must enter either “First Name” or “Last Name”, and either “Fax” or “E-mail Address”.

4 In the Sending Options tab, enter items as described below as required.



Use Sub Address and sender information — Check this to enable subaddress transmission for this contact. When this is checked, documents will be always sent using the specified sub address and
SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.
Sub Address — Enter the sub address or mailbox number of remote facsimile where a document will be sent. This can be entered only when “Use Sub Address and sender information” is enabled.
Sender Identification — Enter the security password for the sub address if required. This can be entered only when “Use Sub Address and sender information” is enabled.

Note

Other items in this tab cannot be modified.

5 Click [OK].

The contact is added to the list in the selected folder.

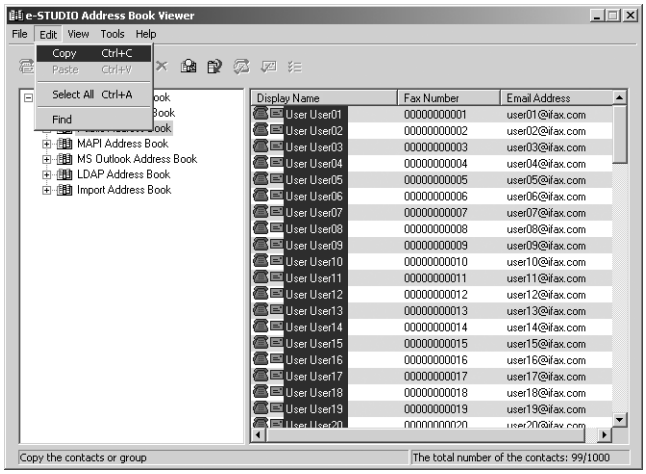
— Copying contacts from an address book

You can also add contacts to the private address book by copying contacts from another address book folder.

Copying contacts from another address book folder

1 Browse to the folder that contains the contacts you want to copy, and select the contacts in the right pane.

2 Click the [Edit] menu and select [Copy].

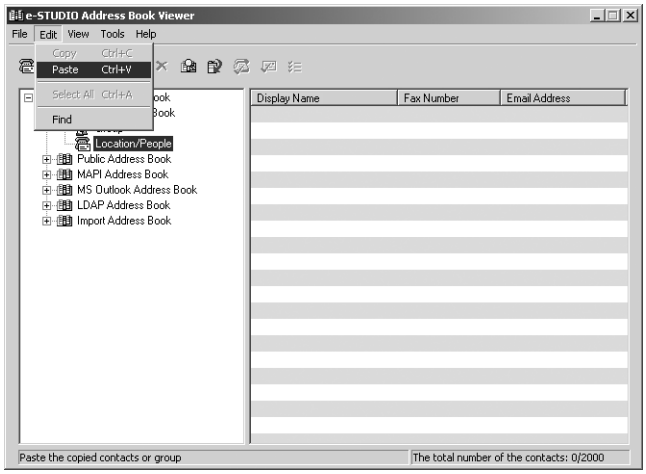


The selected contacts are copied in the clipboard.

3 Browse the Private Address Book and select a folder that you want to add the copied contacts in the left pane.

- If you want to copy individual contacts in the private address book, select the “Location/People” folder under the “Private Address Book” folder.
- If you want to copy contacts to the group in the private address book, select a group that you want to add contacts in the “Group” folder under the “Private Address Book” folder.

4 Click the [Edit] menu and select [Paste].



Copied contacts are added to the list in the selected folder.

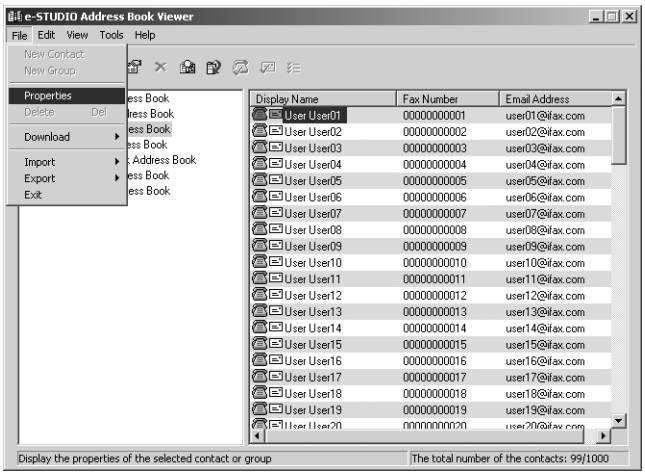
— Displaying or modifying contacts properties

You can display the properties of contacts in any address book. You can also edit the properties of contacts in the private address book.

Displaying or modifying the contact properties

1 Browse to the folder that contains the contacts you want to display or modify, and select the contact in the right pane.

2 Click the [File] menu and select [Properties].



The Properties dialog box appears.

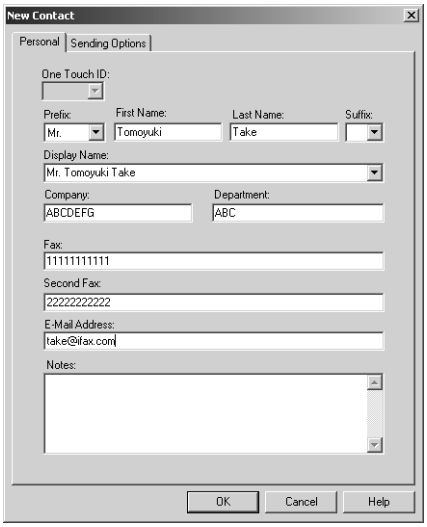
In the Properties dialog box, you can modify the settings of the contacts in the private address book only. When you display the Contact dialog box of the contacts in any other address books, you cannot modify the settings.
The Properties dialog box contains the Personal tab, Sending Options tab, and Security tab.

Tip

The tabs that will be displayed vary based on the type of the address book that the contact is chosen from.

Personal tab

In the Personal tab, the following items are displayed:



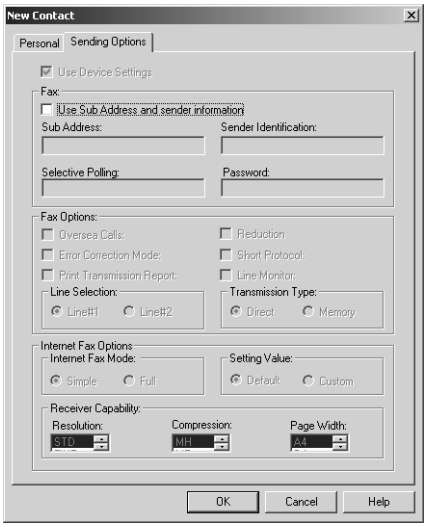
Tip

When displaying the properties of a contact in the private address book, you can modify all items.

- **One Touch ID** — Display the one touch ID number for the contact.
- **Prefix** — Display the prefix for the contact.
- **First Name** — Display the first name of the contact.
- **Last Name** — Display the last name of the contact.
- **Suffix** — Display the suffix for the contact.
- **Display Name** — Display the display name of the contact.
- **Company** — Display the company name of the contact.
- **Department** — Display the department name of the contact.
- **Fax** — Display the 1st fax number of the contact.
- **Second Fax** — Display the 2nd fax number of the contact.
- **E-mail Address** — Display the e-mail address of the contact. (E-mail reception is not available in the equipment.)
- **Notes** — Display the notes for the contact.

Sending Options tab

In the Sending Options tab, the following items are displayed:



Tip

When displaying the properties of a contact in the private address book, you can modify the following settings:

- Use Sub Address and sender information
- Sub Address
- Sender Identification

- **Use Device Settings** — This is checked when the contact is set to use the device settings rather than using the settings on this tab.
- **Use Sub Address and sender information** — This is checked when the subaddress transmission for this contact is enabled. When this is checked, a document will be always sent using the specified sub address and SID. Also you can use this contact to perform polling transmission from the mailbox in the remote facsimile using the specified sub address and password.
- **Sub Address** — Display the sub address or mailbox number of remote facsimile where a document will be sent.
- **Sender Identification** — Display the security password for the sub address if required.
- **Selective Polling** — Display the mailbox number of remote facsimile where a document will be retrieved.
- **Password** — Display the password for the selective polling if required.
- **Overseas Calls** — This is checked when calling the contact fax number will be oversea call.
- **Error Correction Mode** — This is checked when the ECM for this contact is enabled.
- **Print Transmission Report** — This is checked when printing the transmission report after the transmission is enabled.
- **Reduction** — This is checked when the attenuation is enabled.
- **Short Protocol** — This is checked when the short protocol is enabled.
- **Line Monitor** — This is checked when the Line Monitor for the fax transmission is enabled.
- **Line Selection** — Display whether the line 1 or line 2 is used for the fax transmission. The line 2 can be selected only when optional Line 2 board is installed.
- **Transmission Type** — Display whether the memory transmission or direct transmission is used for the transmission.
- **Internet Fax Mode** — Display whether the simple mode or full mode is used for the Internet Fax transmission. (E-mail reception is not available in the equipment.)

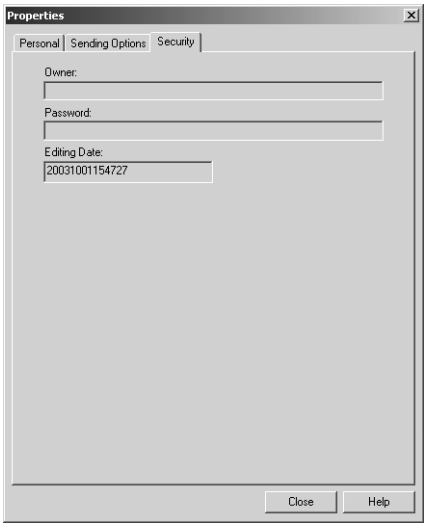
- **Setting Value** — Display whether to use auto detect receiver capability or manual settings for the Internet Fax transmission. When “Default” is selected, it enable auto detect receiver capability for the Internet Fax transmission. When “Custom” is selected, it uses custom settings specified in the “Receiver Capability” option for the Internet Fax transmission. (E-mail reception is not available in the equipment.)
- **Receiver Capability** — Display the receiver capabilities settings, such as resolution, compression, and page width. These are applied to the transmissions only when “Custom” is selected in the “Setting Value” option.

Security tab

In the Security tab, the following items are displayed:

Note

Whether this tab appears or not depends on the address book being used.



- **Owner** — Display the owner name of this contact.
- **Password** — Display the password of this contact.
- **Editing Date** — Display the date that this contact is created.

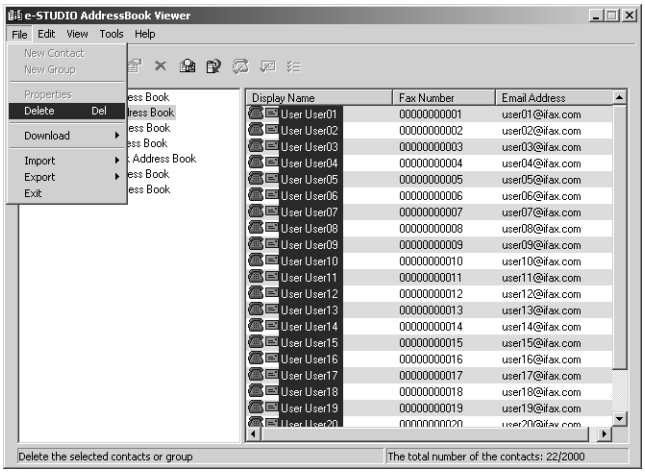
— Removing contacts

You can remove contacts from the private address book.

Removing contacts from address book

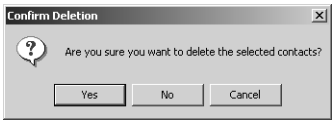
1 Browse the folder that contains contacts you want to remove, and select contacts in the right pane.

2 Click the [File] menu and select [Delete].



The Confirmation Deletion dialog box appears.

3 Click [Yes].



The selected contacts are deleted.

Managing groups

You can add groups to the “Group” folder in the private address book. Groups can be used for multiple transmission.
📖 P.96 “Creating groups”
Also you can modify or delete contacts in the private address book.
📖 P.98 “Modifying groups properties”
📖 P.99 “Removing groups”

After you create a group, you can add or delete contacts in the group. For the instruction to add contacts in a group, please refer to the following section.
📖 P.86 “Managing contacts”

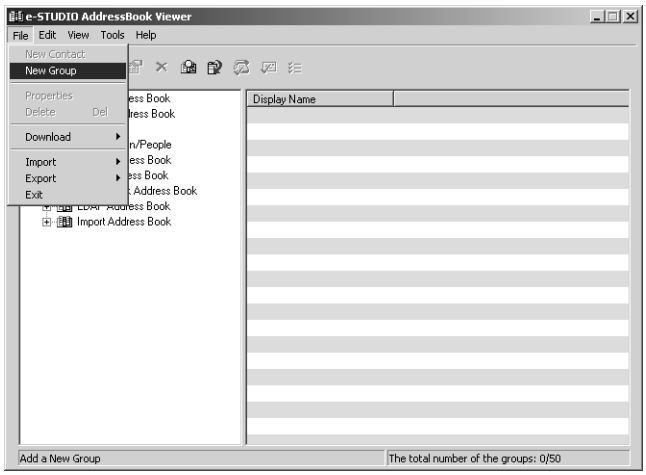
— Creating groups

You can create groups in the “Group” folder in the private address book.

Creating groups

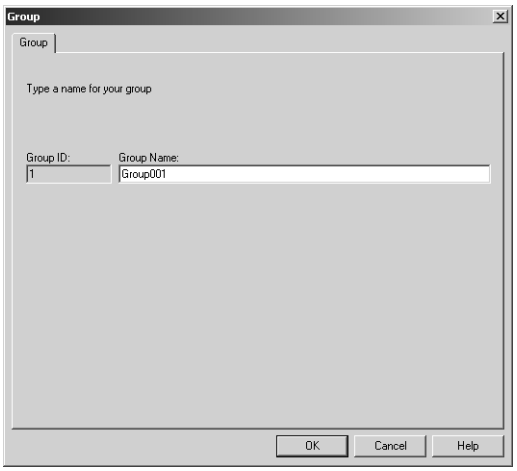
1 Select the “Group” folder in the “Private Address Book” folder.

2 Click the [File] menu and select [New Group].



The Group dialog box appears.

3 **Enter a group name in the “Group Name” field.**



The “Group ID” field displays the Group ID number automatically detected.

4 **Click [OK].**

The group is created in the selected “Group” folder.

5 **Continue to add contacts to the group.**

📖 P.86 “Managing contacts”

— Modifying groups properties

You can change the group name of the groups in the private address book. You can also display the properties of a group in the public address book.

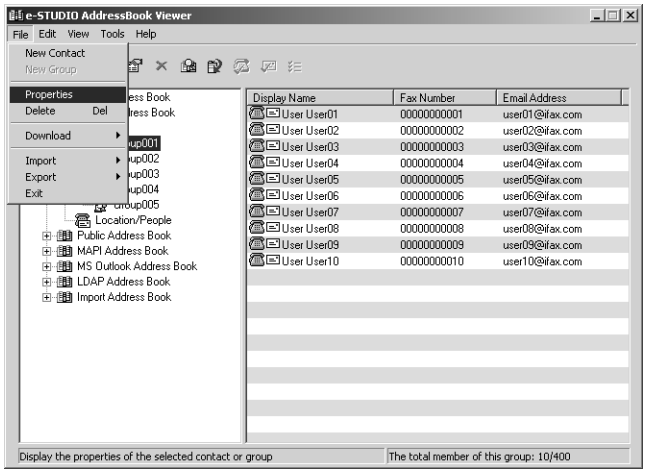
Note

You cannot modify the group of the public address book.

Modifying the group properties

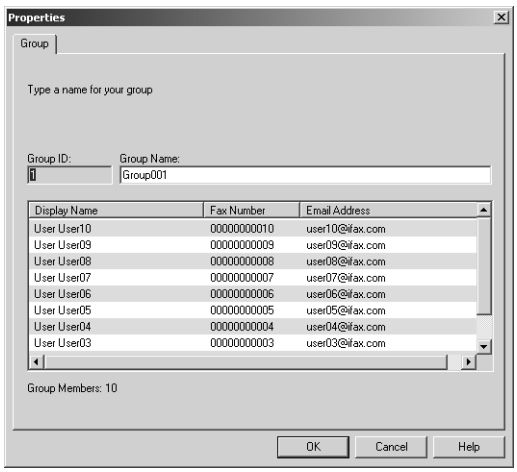
1 Select the group that you want to display or modify the group properties in the “Group” folder either of the private address book and public address book.

2 Click the [File] menu and select [Properties].



The Group dialog box appears.

3 When you display the properties of the group in the private address book, modify the group name in the “Group Name” field and click [OK].



The group name of selected group is modified.

— Removing groups

You can delete groups in the private address book.

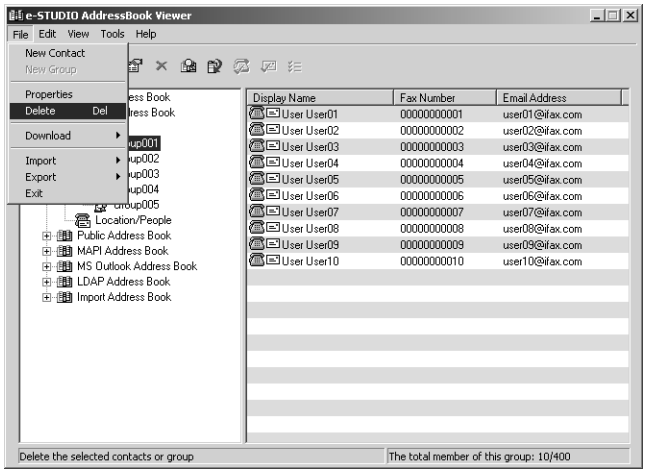
Note

When you delete a group, contacts added in the group are also deleted.

Removing a group

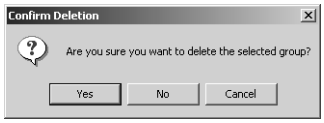
1 Select the group that you want to delete in the “Group” folder of the private address book.

2 Click the [File] menu and select [Delete].



The Confirm Deletion dialog box appears.

3 Click [Yes].



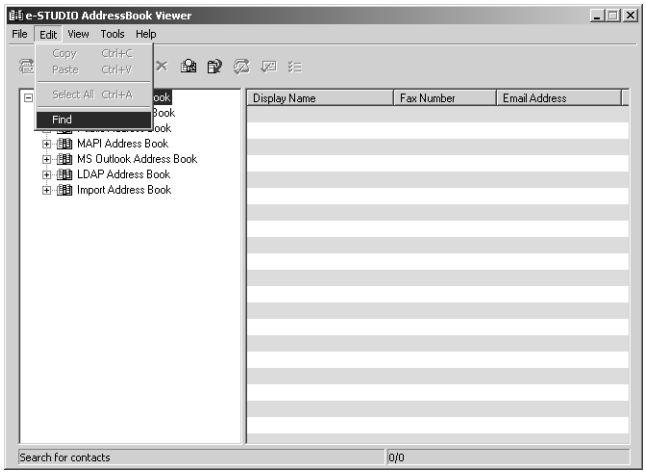
The selected group is deleted.

Searching contacts

In order to quickly locate contacts you can search the address book database. You simply type in a string or letters to be used to search the database. The Address Book Viewer will search for any entry that contains the specified string.
You can search contacts by the name and fax number. Also you can search contacts by specifying the detailed search conditions.

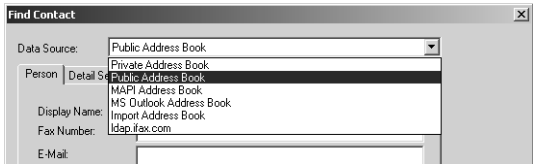
Searching contacts by name and fax number

1 Click the [Edit] menu and select [Find].



The Find Contact dialog box appears.

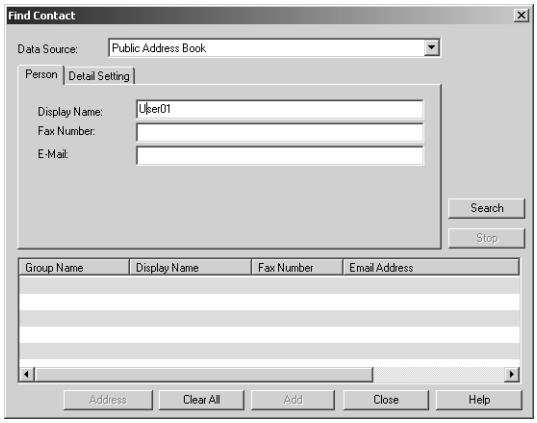
2 Select an address book to search contacts in the “Data Source” drop down box.



Tip

The default address book in the “Data Source” can be set by selecting [View] - [Default Configuration] - [Data Source] from the menu bar.

3 Display the Person tab and enter search text in the following fields that you require.



Name — Enter the search characters or string to search by the first name.
Fax Number — Enter the search characters or string to search by the contact fax number.
E-Mail — Enter the search characters or string to search by the contact e-mail address. (This item is not available in the equipment.)

Note

You must enter one of the field to search contacts. It will search the contacts that have exactly same name or fax number as the entered search strings.

Tip

If you want to clear entered values, click [Clear All].

4 Click [Search].

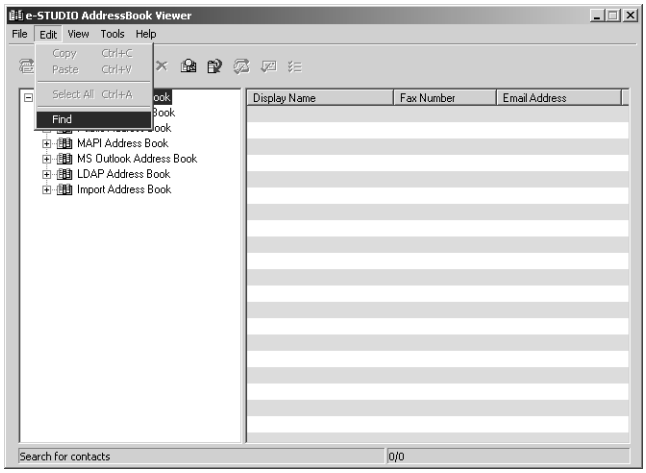
It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

Tip

If you want to stop searching, click [Stop].

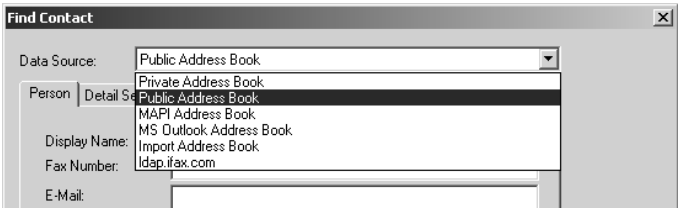
Searching contacts by detailed search conditions

1 Click the [Edit] menu and select [Find].



The Find Contact dialog box appears.

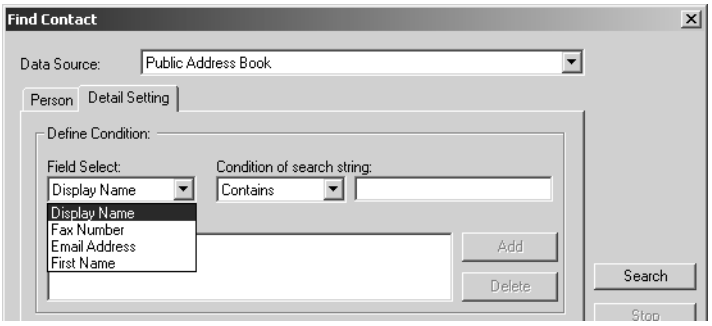
2 Select an address book to search contacts in the “Data Source” drop down box.



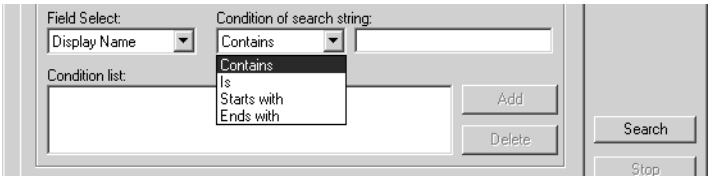
Tip

The default address book in the “Data Source” can be set by selecting [View] - [Default Configuration] - [Data Source] from the menu bar.

3 Display the Detail Setting tab and select a field to search in the “Field Select” drop down box.

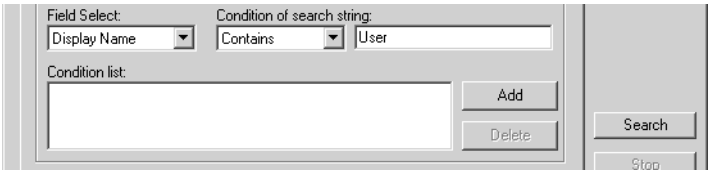


4 Select how it searches contacts in the “Condition of search string” drop down box.



Contains — Select this to search contacts that contain the search string.
Is — Select this to search contacts that completely match the search string.
Start with — Select this to search contacts that start with the search string.
End with — Select this to search contacts that end with the search string.

5 Enter the search string in the next field to the “Condition of search string” drop down box.



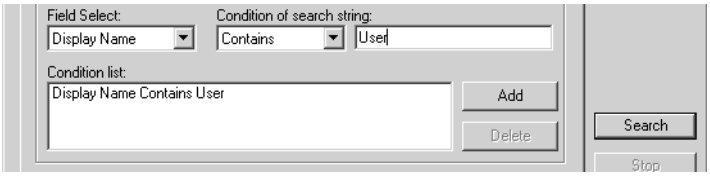
6 Click [Add].

Specified search condition is added to the condition list.

Tip

If you want to clear entered values, click [Clear All].

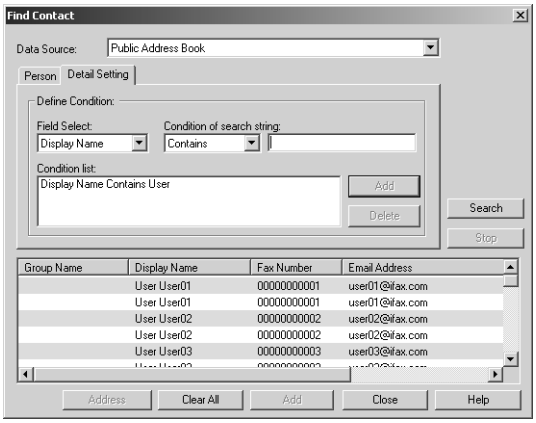
7 Repeat the procedure from Step 3 to Step 6 to add all required conditions.



Tip

You can remove the search conditions you have added. To do this, select the condition and click [Delete].

8 **Click [Search].**



It begins searching contacts in the selected address book. When it completes searching, found contacts appear in the list at the bottom of the dialog box.

Tip

If you want to stop searching, click [Stop].

Converting the address book data

The address book data conversion function allows you to convert the address book data of the TopAccess Controller II (GL-1010) and the TopAccess Controller II (GL-1020) into a file format which can be used in this equipment.

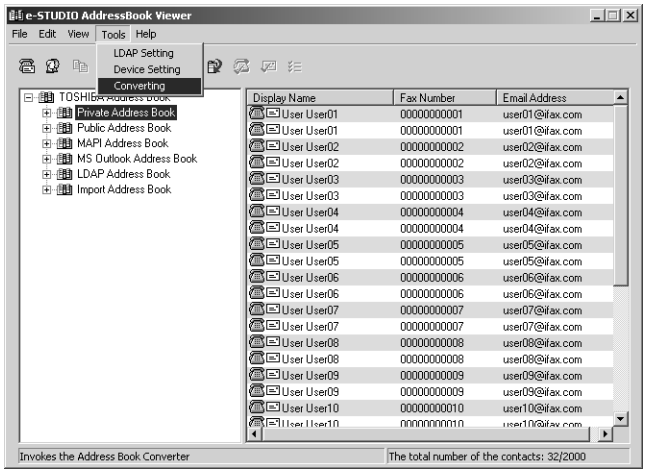
- **Address book converter file (*.abc) to TBF file (*.tbf)**
  The address book converter allows you to convert the address book data files in the address book converter file format (*.abc), which have been created using the backup functions of the TopAccess Controller (GL-1010) or the TopAccess Controller II (GL-1020), into a TBF format. You can register the address book data into this equipment by restoring these TBF files. For the restoring procedure, see the following page:
  P.105 “Converting from an address book converter file”
- **CSV files (*.csv) to CSV files (*.csv)**
  You can convert the address book data in a CSV format, which have been created using the TopAccess Controller (GL-1010) or the TopAccess Controller II (GL-1020), into another CSV format which can be exported to this equipment.
  P.107 “Converting from a CSV file”

Note

The Address Book Converter can be launched only on Windows NT 4.0, Windows 2000, Windows XP, and Windows Server 2003.

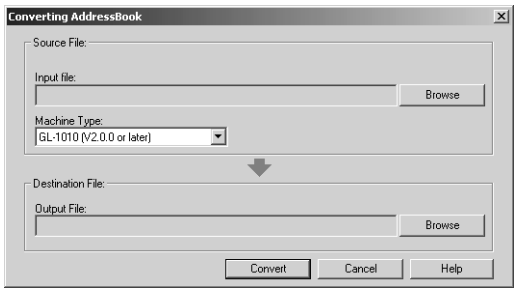
Converting from an address book converter file

1 **Click the [Tools] menu and select [Converting].**

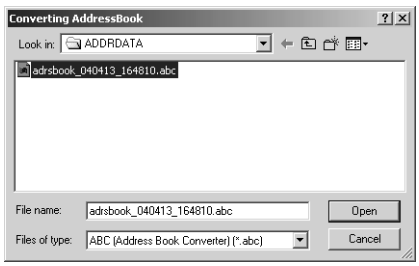


The Converting AddressBook dialog box appears.

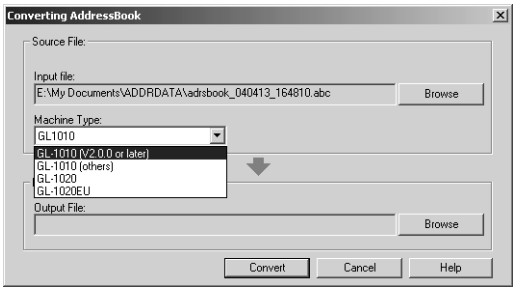
2 **Click [Browse] at the next of the “Input file” field.**



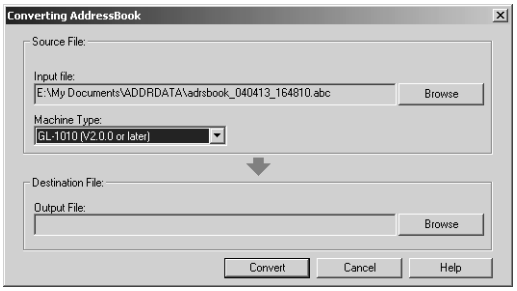
3 **Locate the folder that contains the address book converter file (*.abc). Select “ABC (Address Book Converter) (*.abc)” in the “Files of type” drop down box, select the file, and click [Open].**



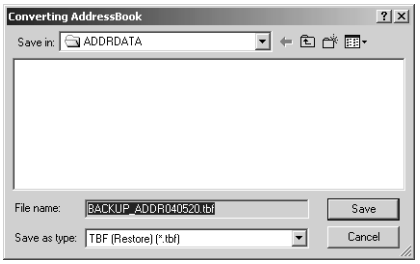
4 **Select the model name that the selected file is originally created from in the “Machine Type” drop down box.**



5 **Click [Browse] at the next of the “Output File” field.**



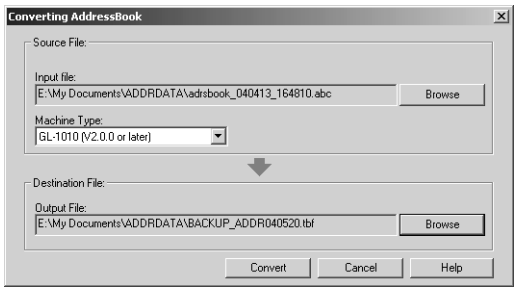
6 **Locate the folder where you want to save a converted file. Select “TBF (Restore) (*.tbf)” in the “Save as type” drop down box and click [Save].**



Note

Do not specify “CSV (Comma Separated Values) (*.csv)” in the “Save as type” drop down box. The address book converter file cannot convert to a CSV file.

7 Click [Convert].



It starts converting a file.

8 Click [OK].

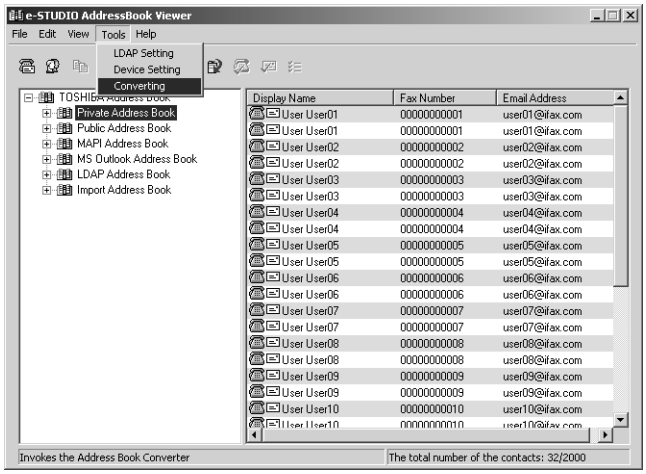
The file is converted and saved in the selected folder.

Tip

After you convert the file, you can restore or import the address book into the equipment using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the ***Setup Guide for Printing Functions***.

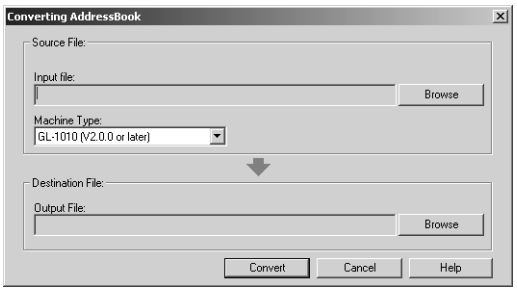
Converting from a CSV file

1 Click the [Tools] menu and select [Converting].

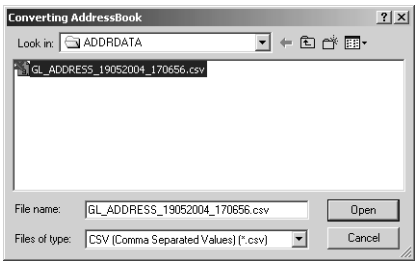


The Converting AddressBook dialog box appears.

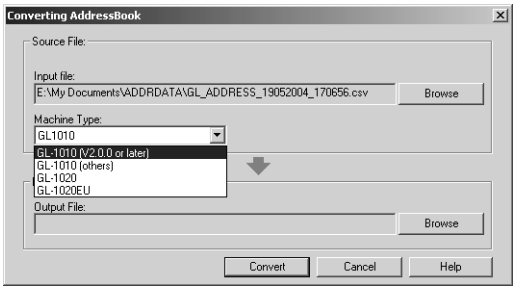
2 **Click [Browse] at the next of the “Input file” field.**



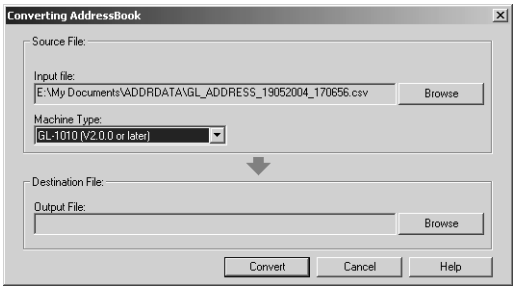
3 **Locate the folder that contains the CSV file. Select “CSV (Comma Separated Values) (*.csv)” in the “Files of type” drop down box, select the file, and click [Open].**



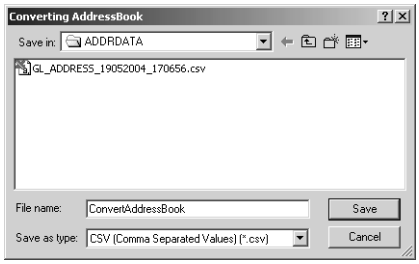
4 **Select the model name that the selected file is originally created from in the “Machine Type” drop down box.**



5 **Click [Browse] at the next of the “Output File” field.**



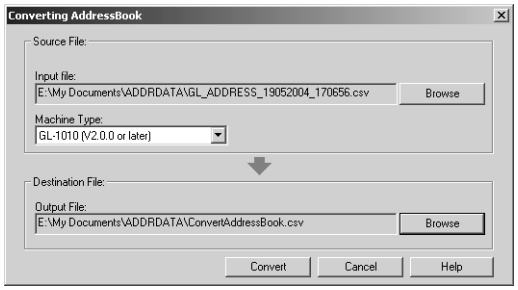
6 Locate the folder where you want to save a converted file. Select “CSV (Comma Separated Values) (*.csv)” in the “Save as type” drop down box, enter the file name in the “File name” field, and click [Save].



Note

Do not specify “TBF (Restore) (*.tbf)” in the “Save as type” drop down box. The CSV file cannot convert to a Restore file.

7 Click [Convert].



It starts converting a file.

8 Click [OK].

The file is converted and saved in the selected folder.

Tip

After you convert the file, you can restore or import the address book into the equipment using the restore or import function of the TopAccess. For instructions on how to restore or import the address book, refer to the ***Setup Guide*** for Printing Functions.

5

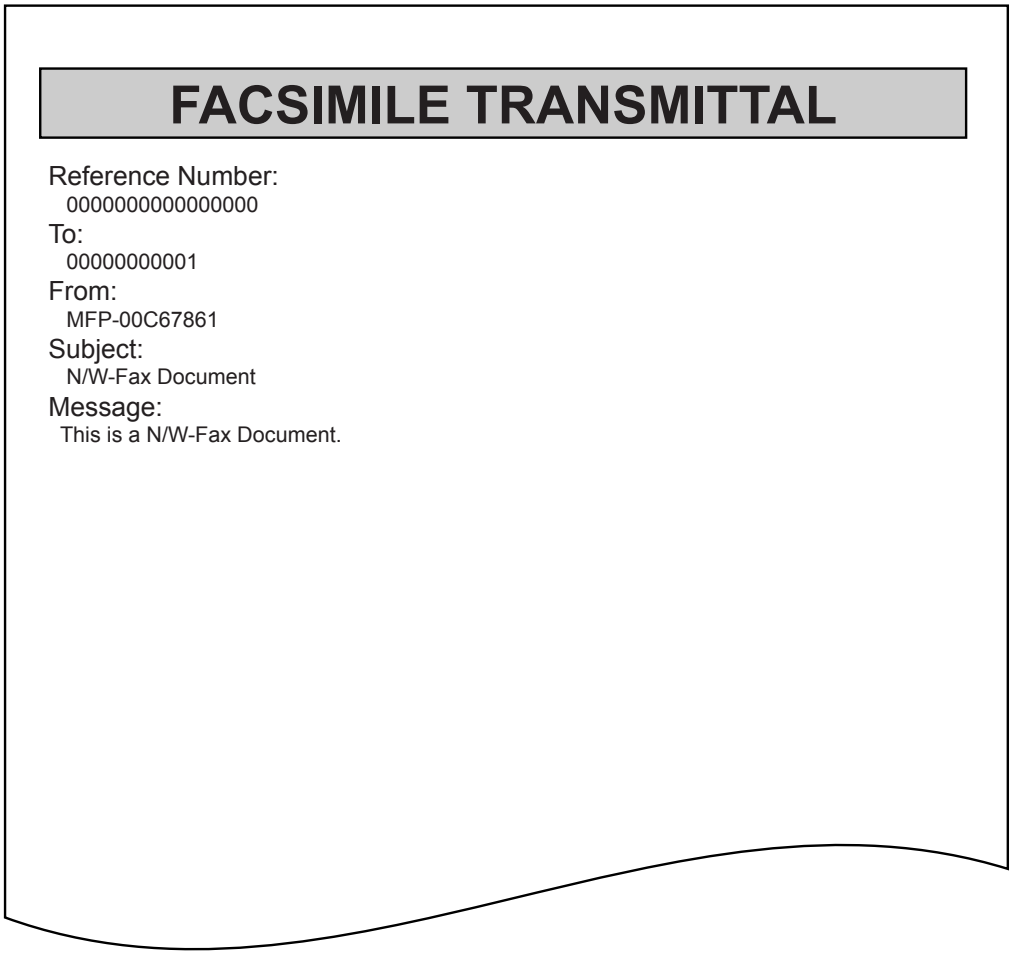
APPENDIX

This section shows the cover sheet samples.

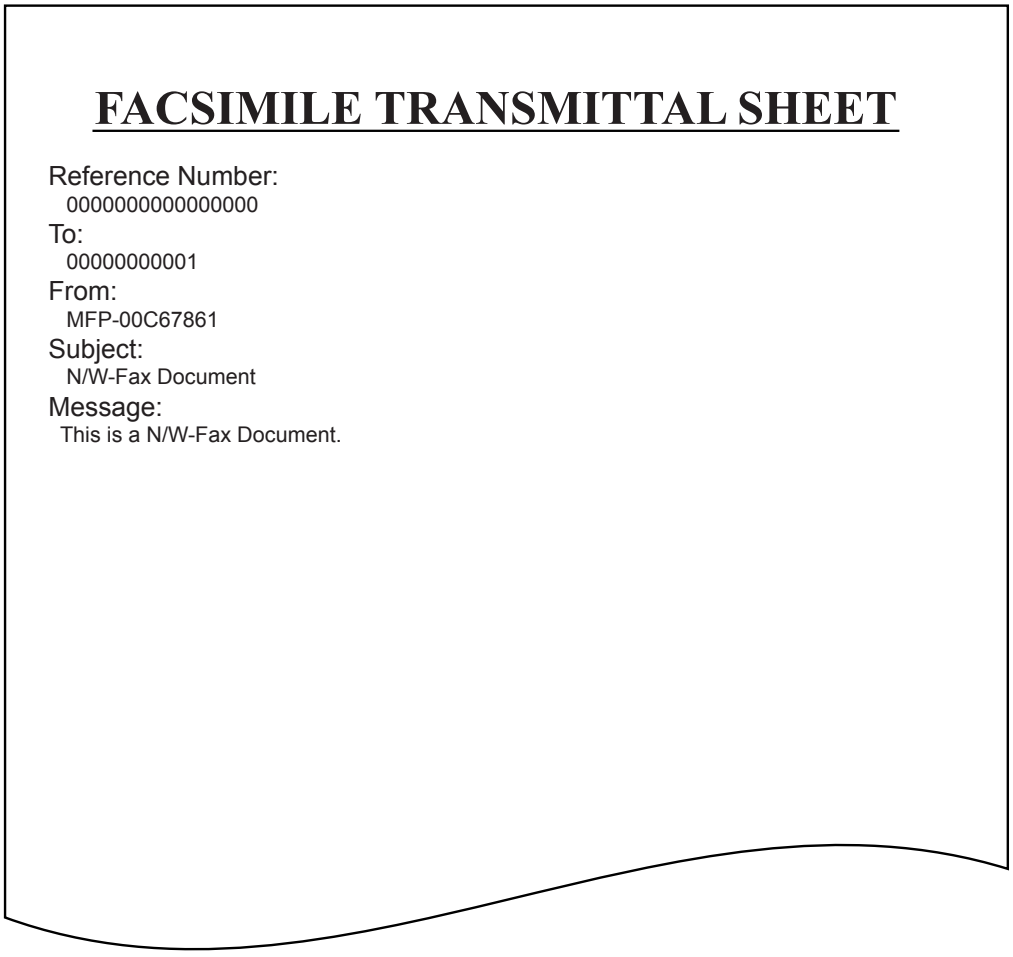
Cover Sheet Samples 112
Standard cover page 112
Business cover page 113
Professional cover page 114

Cover Sheet Samples

Standard cover page



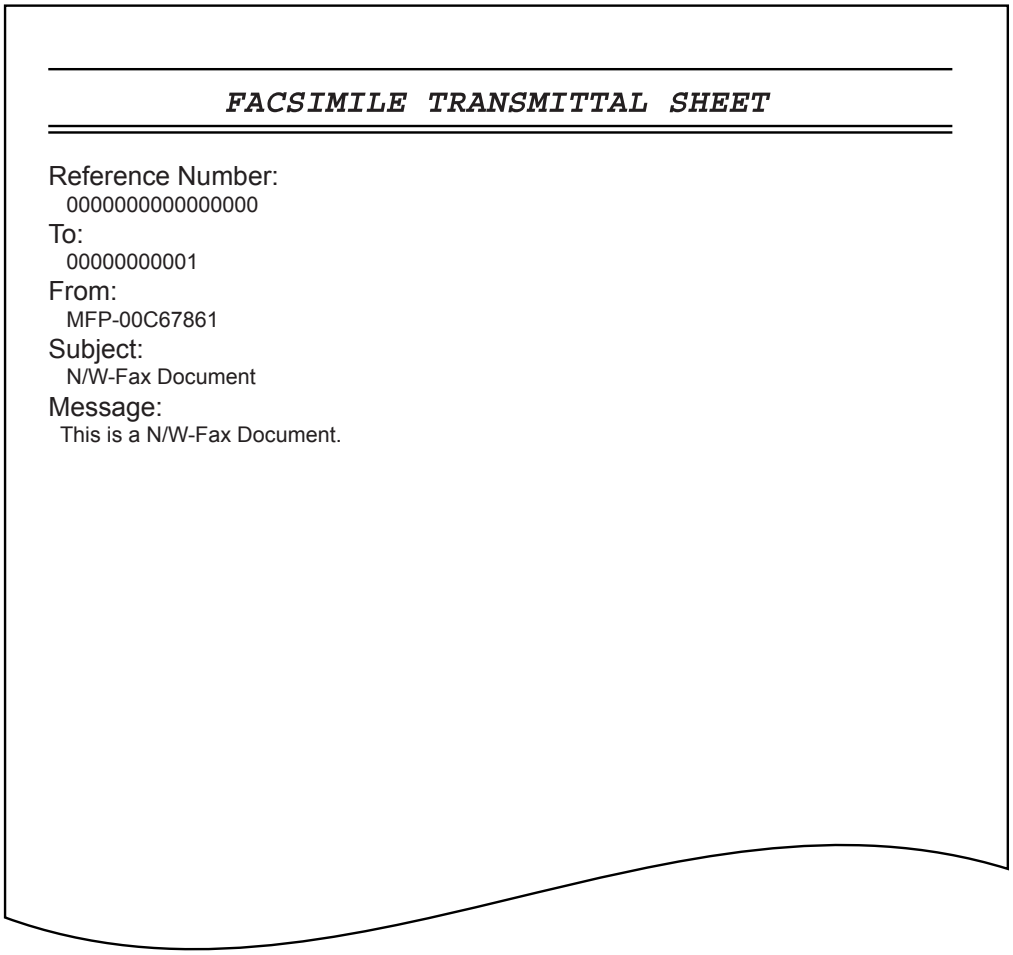
Business cover page



FACSIMILE TRANSMITTAL SHEET

Reference Number:
0000000000000000
To:
00000000001
From:
MFP-00C67861
Subject:
N/W-Fax Document
Message:
This is a N/W-Fax Document.

Professional cover page



FACSIMILE TRANSMITTAL SHEET

Reference Number:
0000000000000000
To:
00000000001
From:
MFP-00C67861
Subject:
N/W-Fax Document
Message:
This is a N/W-Fax Document.

INDEX

A

About TOSHIBA e-STUDIO Address Book 64
Account Name 76
Add - Contact 66
Add - Group 66
Address Book Viewer 59
Advanced 69

B

Browse Pane 62
Business cover page 113

C

Character code setting 76
Client Utilities CD-ROM 19
Company 88, 92
Condition of search string 47, 81, 103
Contents and Index 64
Contents Pane 62
Context-sensitive menus 66
Converting 64, 105, 107
Copy 63, 66, 90
Cover Sheet 51, 53
cover sheet properties 51

D

Data Source 45, 78, 80, 100
Default Configuration - Data Source 64
Default Configuration - Type Selection 64
Delete 63, 66, 95, 99
Department 88, 92
Dept. Code 50
Detail Setting 46, 81, 102
Details 64
Device Setting 64
Devices 63, 74
Direct Dial dialog box 43
Directory Server Name 76
Directory service 77
discovery settings 70
Display Name 88, 92

E

Edit menu 63
Editing Date 94
Enable IPX/SPX Search 70
Enable TCP/IP Search 71
Error Correction Mode 93
Exit 63
Export 85
Export - CSV File 63
Export - vCard File 63

F

Fax 88, 92
Fax Number 45, 79, 101
Faxing 36
Features
  Address Book Viewer 14
  Network Fax Driver 14
Features and Functions 14
Field Select 46, 81, 102
File menu 63
Find 44, 46, 64, 78, 80, 100, 102
First Name 88, 92
Font Name 51, 54
Functions
  Address Book Viewer 15
  Network Fax Driver 15

G

Group ID 97
Group Name 97, 98

H

Help 64

I

Import 83
Import -CSV File 63
Import -vCard File 63
Installing
  Client Utilities CD-ROM 19
Internet Fax Mode 93
IPP printing 19

L

Large Icons 64
Last Name 88, 92
LDAP address book 75
LDAP Setting 64, 76
Line Monitor 93
Line Selection 93
List 64
Log on using Secure Password
  Authentication 76
LPR printing 19

M

Manual Selection 71
MAPI address book 75
Maximum number of matches to return 77
Menu Bar 62
Message 51, 54
Microsoft Outlook address book 75

N

Name 45, 79, 101
network fax options 49
New 43, 50
New Contact 63, 87

New Group 63, 96
Notes 88, 92
Novell printing 19

O

One Touch ID 88, 92
Orientation 51
Overseas Calls 93
Owner 94

P

Paper Size 51
Password 76, 93, 94
Paste 64, 66, 90
Person 45, 79, 101
Personal 88, 92
Prefix 88, 92
Print Transmission Report 93
private address book 67
Professional cover page 114
Properties 63, 66, 91, 98
public address book 68
PWD 43

R

Receiver Capability 94
Recipient Information 51
Recipients Information 55
Reduction 93
Reference Number 52, 55
Remove 44, 50
Resolution 50

S

Search 45, 48, 79, 82, 101, 104
Search Base 77
Search local subnet 71
Search timeout 77
Searching contacts 44, 46
Second Fax 88, 92
Security 94
Select - Fax Number 66
Select All 64
Select From Address Book 39, 50
Selection 41, 66
Selective Polling 93
send properties 49
Sender Identification 89, 93
Sender Information 51, 54
sender information properties 52
Sending Option 89
Sending Options 93
Server Port Number 77
Setting Value 94
Short Protocol 93
Small Icons 64
Sort By - Ascending 64
Sort By - Descending 64
Sort By - Email Address 64
Sort By - Fax Number 64
Sort By - Name 64
Specify a range 71
Specifying recipients 39
Standard cover page 112
Start Discovery 69
Status Bar 63, 64
Stop Discovery 69
SUB 43
Sub Address 89, 93
Subject 51, 54
Suffix 88, 92
System requirements 18

T

This Server requires a secure connection 77
This Server requires me to log on 76
To 44, 50
Toolbar 62, 64, 65
Tools menu 64
TopAccessDocMon Local Discovery 68
Transmission Type 93

U

Uninstalling 29
USB printing 19
Use Device Settings 93
Use Sub Address and sender information 89, 93

V

version information 53
View menu 64

MULTIFUNCTIONAL DIGITAL SYSTEMS

Network Fax Guide

e-STUDIO165/205

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QUALITY SERVICE

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